



GOVERNMENT OF HARYANA

**FINANCE DEPARTMENT**

# **FIXATION OF PAY**

(HCS Revised Pay Rules, 2008, ACP Rules, 2008, Fixation of Pay on Promotion, Increment, Selection Grade, Special Pay, Personal Pay etc.)

*COMPENDIUM OF INSTRUCTIONS*

**Volume - I**

**(UPTO 30-06-2011)**



**Harmohinder Singh Chattha**



D.O. No.....

Finance, Planning, Irrigation &  
Renewable Energy Minister,  
Haryana, Chandigarh.

Dated : 30<sup>th</sup> June, 2011...

## MESSAGE

I am pleased to know that a team of officers of Finance Department under the guidance of Shri Ajit M. Sharan, IAS, Financial Commissioner & Principal Secretary to Government Haryana, Finance Department, has prepared a unique set of 17 Compendia of the instructions/notifications of Finance Department on various subjects issued from time to time from 1947 onwards.

2. I am sure that these Compendia of instructions/ notifications will be maximum helpful for Government employees of all Departments/ Boards/ Corporations of Haryana Government for proper examination of cases in accordance with the provision in rules/ instructions expeditiously and will also help in reducing the unnecessary litigation and financial burden on the State exchequer.

3. The efforts made by the team to consolidate all the instructions in Compendia and also on website of Finance Department subject-wise and date-wise are indeed praiseworthy.

*H.S. Chattha*

**(H.S. Chattha)**

## PREFACE

The State Government since its formation in November, 1966 has issued/ revised instructions and policy guidelines on various subjects from time to time relating to civil service and financial matters.

The number of such instructions has been large but non-availability of these instructions at one place results in delay in the disposal of work and sometimes decisions are taken in contravention of spirit of instructions resulting in un-necessary correspondence and litigation. It has, therefore, been decided to bring out compendia of Finance Department instructions on various subjects like Pay Fixation, Revision of Pay Scales, Pension, Compensatory Allowances, Dearness Allowance, General Provident Fund, Loans and Advances, Amendments in CSR/PFR etc., Misc. of CSR, Economy in Expenditure, PAC/ CAG Matters, Budget Formulation, Financial Regulations etc. etc.

The instructions/notifications/policies issued upto 30.06.2011 including the instructions issued prior to 1<sup>st</sup> November, 1966 have been compiled in sixteen compendia. Efforts have been made to include all available instructions indicating their status/ applicability distinctly in a block at the top of instructions.

Seventeenth Compendium contains only a date-wise list of all the instructions whether printed in these compendia or not. For the facility of readers a list of important subjects alphabetically indicating their number of Compendium has also been given at the back cover of each Volume.

The compendium in hand is Volume-I in series and relates to **Fixation of Pay** from unrevised to revised pay structure, modification/upgradation of Pay Scales/Grade Pay between 01.01.2006 and 30.06.2011, fixation of pay on promotion/grant of ACP, Increment, Selection Grade, Special Pay etc.

The printed copy of Compendia can be purchased from the Printing & Stationery Department, Haryana. One set of compendia is circulated to all Administrative Secretaries and Heads of Departments.

Original copy of circulars/notifications etc. of Finance Department are available with the Archives Department, Haryana. Soft copy of the instructions issued by the Finance Department from 1947 onwards to 30.06.2011 both datewise and subjectwise are available on the websites [www.finharyana.gov.in](http://www.finharyana.gov.in). and [www.haryana.gov.in](http://www.haryana.gov.in). Interested persons can easily download the same or any part thereof from the website. To search by date-wise any instruction, type the date in the manner e.g. '2<sup>nd</sup> September, 2009' and not in any other way.

Although we have taken all possible precautions while compiling the Compendia, yet there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I acknowledge the hard work put in by Mrs. Kusum Bansal, IRS, Joint Secretary Finance, Shri Raj Pal Nasa, Private Secretary, [former SO (FD)], specially posted in Finance Department for the compilation of instructions and Shri Ram Saran, Principal, DTC HIPA, Panchkula, for assistance and guidance. I also extend my thanks to Director General, HIPA, Gurgaon for providing infrastructure support at DTC Panchkula for this purpose.

I hope that these compendia would be handy and useful to all concerned.

Dated : Chandigarh,  
14<sup>th</sup> July, 2011

**AJIT M. SHARAN**  
Financial Commissioner & Principal Secretary to  
Government Haryana, Finance Department.

## **INTRODUCTION**

The Haryana Government has taken a significant decision to bring all the instructions/notifications issued by the Finance Department at one place for the facility of officials/officers for proper examination of financial and service matters in accordance with the rules/instructions. Accordingly, Government have decided to compile and computerize all the instructions including the same issued prior to the Re-organisation. The overall aim is to increase the effectiveness, efficiency and expeditious disposal of office work. To accomplish this voluminous and arduous work a team having experience and background of the Finance Department was constituted. After putting strenuous efforts, the team has been able to procure the old and rarely available instructions from the offices of Law Department, Commissioner Ambala Division, Deputy Commissioner Ambala, concerned Branches of Finance Department and retired officers of SAS Cadre.

These instructions have been computerised and compiled date-wise and subject-wise. The salient features of the same are as under :-

- The total number of instructions/notifications issued by the Finance Department during the period between 1947 and April, 2011 are about 3600.
- Out of above about 90% instructions are available in original and copy of about 5% have been collected from the private publications, and the remaining are not traceable.
- The instructions which are at present or were applicable in near past have been compiled subject-wise and printed in the following sixteen compendia:-

<b>1</b>	<b>Fixation of Pay</b>	<b>Volume-I</b>
<b>2</b>	<b>Haryana Civil Services Revised Pay Rules, 1998, 1987, 1980, 1969</b>	<b>Volume-II</b>
<b>3</b>	<b>Pension of Post-2006 Pensioners and Defined Contributory Pension Scheme.</b>	<b>Volume-III</b>
<b>4</b>	<b>Pension of Pre-2006 Pensioners and Dearness Relief</b>	<b>Volume-IV</b>
<b>5</b>	<b>Allowances to Govt. employees</b>	<b>Volume-V</b>
<b>6</b>	<b>Dearness Allowance to Govt. employees</b>	<b>Volume-VI</b>
<b>7</b>	<b>Misc. of CSR</b>	<b>Volume-VII</b>
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<b>10</b>	<b>Loans &amp; Advances to Govt. employees.</b>	<b>Volume-X</b>
<b>11</b>	<b>Economy in Expenditure.</b>	<b>Volume-XI</b>
<b>12</b>	<b>PAC/CAG Matter</b>	<b>Volume-XII</b>
<b>13</b>	<b>Budget Formulation - Receipt &amp; Expenditure</b>	<b>Volume-XIII</b>
<b>14</b>	<b>Financial Regulations</b>	<b>Volume-XIV</b>
<b>15</b>	<b>Instructions of HBPE</b>	<b>Volume-XV</b>
<b>16</b>	<b>For Judicial Officers</b>	<b>Volume-XVI</b>

- Volume XVII contains date-wise consolidated list of all the instructions/notifications alongwith number, subject and also availability in original.

- At the end of each Volume a date-wise list of the instructions pertaining to the subject(s) of that Volume whether the same have been printed or not has also been given for the facility of users.
- Efforts have been made to mention at the top of instructions if the same have been revised, modified, superseded, withdrawn or have become obsolete.
- Soft copy of all the instructions are available at website of Haryana Government [www.finharyana.gov.in](http://www.finharyana.gov.in). and [www.haryana.gov.in](http://www.haryana.gov.in). and may be downloaded from there. Illustration: To search any instructions by date, type the date like '20th May, 1999' or '3rd October, 2006' i.e. there is space after the date, month should be complete and year in four digits. If the actual date of any instruction/notification is not known or there is any doubt the same may be confirmed from the compendium of instructions (Volume-XVII) containing datewise list of all the instructions.
- These compendia are priced publications, one may purchase from Printing and Stationery Department, Haryana.
- Image of original copy of the instructions are also on website of Finance Department and hard copy of the original is available with the Archives Department, Haryana.

The compendium in hand namely '**Fixation of Pay**' contains Haryana Civil Services (Revised Pay) Rules, 2008 and ACP Rules, 2008, instructions relating to fixation of pay from unrevised to revised pay structure, modification/upgradation of Pay Scales/Grade Pay between 01.01.2006 and 30.06.2011, fixation of pay on promotion/grant of ACP, Increment, Selection Grade, Special Pay etc. etc.

I, on behalf of my entire editorial team express my special gratitude to Shri Ajit M Sharan, IAS, Financial Commissioner & Principal Secretary to Government Haryana, Finance Department, for providing valuable guidance and encouragement for accomplishing this arduous work which otherwise would not have been possible without his moral support.

I am thankful to Shri Raj Pal Nasa, Private Secretary, [former SO (FD)] for the hard work put in by him and also Shri Ram Saran, Principal DTC, HIPA, Panchkula for providing assistance and guidance to the team members. I also extend my thanks for Shri Ajit Kumar Saini, Section Officer, Finance Department, Shri Baljit Singh Saini, PTSO, and Shri Dinesh Kumar, PCAT of Printing and Stationery Department, Mrs. Pallavi, DEO, Shri Ramesh Kumar, Clerk, for preparing these compendia.

I am heartily grateful to Director General, HIPA, Gurgaon for providing infrastructure support at DTC Panchkula for this purpose.

Efforts have been made by the team to ensure the authenticity of the compilation, yet there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I hope these compendia would be helpful to all concerned for proper examination of the cases. I think now none has to face any problem for the copy of any instructions of Finance Department issued between 1947 and 2011.

Dated : Chandigarh,  
10<sup>th</sup> July, 2011

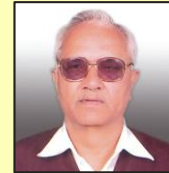
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2.	<b>18.07.2001</b>	No. 1/19/98-4PR(FD)	Amendment in Haryana Civil Services (Revised Pay) Rules and Haryana Civil Services (Assured Career Progression) Rules, 1998.	<b>462</b>
<b>19. Date-wise List of Instructions of Fixation of Pay (Volume-I)</b>				<b>467</b>

**See also amendment made vide Notification No. 1/46/2009-4PR(FD)  
Dt. 20.08.2009 & corrigendum No. 1/46/2009-4PR(FD) Dt. 15.02.2010.**

**HARYANA GOVERNMENT  
DEPARTMENT OF FINANCE**

***Notification***

**The 30th December, 2008**

**No. G.S.R.44/Const./Art. 309/08.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely: —

**1. Short title and commencement.—**

- (1) These rules may be called the Haryana Civil Services (Revised Pay) Rules, 2008.
- (2) They shall be deemed to have come into force on the 1<sup>st</sup> day of January, 2006, unless otherwise provided by the Government for any class or category of persons or posts.

**2. Categories of Government servant to whom these rules apply.—**

- (1) Save as otherwise provided by or under these rules, these rules shall apply to the following:—

Persons appointed to civil services and posts in connection with the affairs of the Government of Haryana, who are under the administrative control of the Government of Haryana and whose pay is debitable to the Consolidated Fund of the State of Haryana.

- (2) These rules shall not apply to:-
  - (a) Members of All India Services working in connection with the affairs of Government of Haryana;
  - (b) Officers of judicial services working in connection with the affairs of Government of Haryana;
  - (c) Persons not in whole time employment;
  - (d) Persons paid otherwise than on monthly basis, including those paid on a piece-rate basis or on daily wages basis or on contract basis;
  - (e) Persons employed in Government service after retirement;
  - (f) Persons re-employed in Government service after retirement;
  - (g) Government servants who are drawing their pay in a pay scale as personal measure (other than the functional pay scale prescribed for the post held by the Government servant) with effect from the date on which he started drawing his pay in the pay scale as a personal measure and till the time he draws his pay in the pay scale as a personal measure;
  - (h) Any other class or category of persons whom the Government may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

**3. DEFINITIONS:- In these rules, unless the context otherwise requires.—**

- (a) **“existing basic pay”** means pay drawn in the prescribed pre-revised scale of pay as on 1.1.2006 for the post held by the person(s) as functional scale of pay for such post including stagnation increments but not including any other type of pay like “special pay”, “personal pay” etc.;
- (b) **“basic pay”** in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.;
- (c) **“CSR”** means the Punjab Civil Services Rules as amended from time to time and as applicable in connection with the affairs of Government of Haryana;
- (d) **“existing pay scale”** in relation to any post or any Government servant means the pre-revised functional pay scale as on 1.1.2006 prescribed for the post held by the Government servant;

**EXPLANATION.—** In the case of a Government servant who was on the 1<sup>st</sup> day of January, 2006 on deputation or on leave or on foreign service or who would have on that day officiated on one or more lower post but for his officiating in a higher post, “existing scale” means the functional scale applicable to the post which he would have held but for his being on deputation or on leave or on foreign service or as the case may be, but for his officiating in a higher post, as on 1.1.2006;

- (e) **“existing emoluments”** mean the sum of (i) existing basic pay, (ii) dearness pay appropriate to the basic pay and (iii) dearness allowance appropriate to the basic pay + dearness pay at index average 536 (1982=100);
- (f) **“functional pay scale”** in relation to a Government servant means the pay scale which is prescribed for the post held by the Government servant. It does not mean any other pay scale in which the Government servant is drawing his pay as a personal measure to him with any other justification like length of service, or higher/additional qualification or upgradation of pay scale due to any other reason;
- (g) **“Government”** means the Government of the State of Haryana in the Finance Department, save as otherwise provided by or under these rules;
- (h) **“Government servant”** means the Government servant on which these rules apply under rule 2;
- (i) **“grade pay”** is the fixed amount corresponding to the pre-revised pay scales/posts;
- (j) **“leave”** means any pre-sanctioned leave as defined in C.S.R., except “casual leave”. Any type of absence without the sanction of competent authority shall not be considered as leave;
- (k) **“memorandum explanatory”** means the memorandum explanatory appended to these rules, briefly explaining the nature, philosophy, justification, objectives, applicability etc. of these rules;
- (l) **“officiating post”** means the post which is held by the Government servant to which he has not been confirmed or to which he has been appointed as a temporary measure while still retaining his lien to a different post or of which he performs the duties while another person holds a lien to such post. The Government servant occupying a post while on probation is also to be considered to be holding an officiating post. Further, if competent authority has

appointed a Government servant to officiate on a vacant post on which no other Government employee holds a lien, even such appointment shall be considered as officiating appointment;

- (m) **“persons”** mean persons who are Government servants for the purposes of these rules;
- (n) **“pay in the pay band”** means pay drawn in the running pay bands specified in Column 5 of the First Schedule;
- (o) **“pay”** means the amount drawn monthly by Government servant, other than special pay or **pay** granted in lieu of his personal qualification or his length of service, in the functional pay scale, which has been sanctioned for a post held by him substantively or in an officiating capacity or in case where no separate functional pay scale is sanctioned for the post held by the Government servants constituting a cadre, in the pay scale to which he is entitled by reason of his position in a cadre;
- (p) **“present scale”** in relation to any post/grade specified in **column (1)** of the First Schedule means the scale of pay specified against that post in **column (2)** thereof;
- (q) **“pay scale as a personal measure to the Government servant”** means any scale of pay in which the Government servant is drawing his salary, other than the existing scale (as defined in this rule), including the pay scale granted based on the length of service or the pay scale granted for possessing additional qualification etc.;
- (r) **“revised emoluments”** means basic pay of a Government servant in the revised functional pay structure for the post held by the Government servant and includes the revised non practicing allowance, if any, admissible to him in addition to the pay in the revised functional pay structure;
- (s) **“revised pay scale”** in relation to any post or any Government servant occupying such post means revised functional structure of pay prescribed for such post in place of the existing functional pay structure under these rules;
- (t) **“Schedule”** means schedule appended to these rules;
- (u) **“substantive pay”** means pay drawn by the Government servant on the post to which the Government servant has been appointed substantively or by reason of his substantive position in a cadre.

**Note.—** A Government servant who has been appointed temporarily to a post while still drawing his salary in his earlier pay scale or in any other pay scale except the pay scale prescribed for the post of which he has been appointed, will not be deemed to have been appointed against such post either in the officiating capacity or in the substantive capacity for the purposes of these rules.

#### **4. Scale of pay of posts.—**

- (1) The functional pay band and grade pay or the functional pay scale, as applicable, of each functional pay scale specified in column (2) of the First Schedule shall be as specified against it in column (4) and (5) thereof.

#### **5. Drawal of pay in revised pay structure.—**

- (1) Save as otherwise provided in these rules, a Government servant shall draw pay in the revised pay structure applicable to the post to which he is appointed:



**Provided that** a Government servant may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale :

**Provided further** that in cases where a Government servant has been placed in a higher pay scale between 1-1-06 and the date of notification of these rules on account of promotion, upgradation of pay scale etc., the Government servant may elect to switch over to the revised pay structure from the date of such promotion, upgradation etc.

**EXPLANATION 1.**— The option to retain the existing scale under the provision of this rule shall be admissible only in respect of one existing scale.

**EXPLANATION 2.**— Aforesaid option shall not be admissible to any person appointed to a post on or after the 1<sup>st</sup> day of January, 2006, whether for the first time in Government service or by transfer or promotion from another post and he shall be allowed pay only in the revised pay structure.

**EXPLANATION 3.**— Where a Government servant exercises option under the proviso to this rule to retain the existing scale in respect of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that scale under CSR or any other rule or order applicable to that post, his substantive pay shall be the substantive pay which he would have drawn had he retained the existing scale in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

**EXPLANATION 4.**— As a general pre-condition, switching over to the new pay and allowance structure by individual employees be subjected to the following general frame work of conditions as the most basic and central to the entire scheme;

The revised scheme is a package in itself and proposes to replace the entire pre-revised structure and not merely replace the pay on scale to scale basis. An enabling option has been afforded to individual employees to continue in the existing pre-revised structure rather than compulsively switching over to the new structure of pay and allowances as promised by the said rules. In such a scenario, the moment an employee exercises/deemed to have exercised the option to switch to the revised scheme, he severs all relationships and perceived relativities with the principles/other conditionality specific to the pre-revised scheme with effect from the date on which this revised structure takes effect in his case. Therefore, after once being brought to be governed by the structure put in place by the said rules, it would not be permissible for the individual employees or a group/class/category thereof to strike any type of parity/claim based on the pre-revised or pre-existing scenario. Once having brought to be governed by the said rules, the said rules in totality shall govern the conditions of services including the payment of pay and allowances without any reference to the pre-revised/ pre-existing structure. No claim based on the pre-revised/pre-existing scheme shall, therefore, be permissible as valid for agitating/supporting any claim of further amending the impact of said rules, save in terms of the provisions of the said rules.

## **6. Exercise of option.—**

- (1) The option under the proviso to rule 5 shall be exercised in writing in the form appended to the Second Schedule so as to reach the authority mentioned in sub-rule (2) within three months of the date of publication of these rules, or where an existing scale has been revised by any order made subsequent to that day within

three months of the date of such order :

**Provided that** in the case of Government servant who is, on the date of such publication or, as the case may be, date of such order, on leave or on deputation or on foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in Government or on the expiry of the sanctioned leave, whichever is earlier:

**Provided further** that where a Government servant is under suspension on the date of publication of these rules or, as the case may be, on the date of such order the option may be exercised within three months of the date of his return to his duty.

- (2) The option shall be intimated by the Government servant to the Head of his office.
- (3) If the intimation regarding option is not received within the time mentioned in sub-rule (1), the Government servant shall be deemed to have elected to be governed by the revised structure of pay on and from the 1<sup>st</sup> day of January, 2006.
- (4) The option once exercised shall be final.

**Note 1.—** Persons whose services were terminated on or after the 1<sup>st</sup> January, 2006, and who could not exercise the option within the prescribed time limit, on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceeding, are entitled to the benefit of this rule.

**Note 2.—** Persons who have died on or after the 1<sup>st</sup> day of January, 2006, and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1<sup>st</sup> day of January, 2006, or such later date as is most beneficial to their dependents, if the revised pay structure is more favourable and in such cases, necessary action for payment of arrears should be taken by the Head of Office.

## **7. Fixation of initial pay in the revised pay structure.—**

- (1) The initial pay of a Government servant who elects or is deemed to have elected under sub-rule (3) of rule 6 to be governed by the revised pay structure on and from the 1<sup>st</sup> day of January, 2006, shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if it had not been suspended, and in respect of his pay in officiating post held by him, in the following manners namely:—
  - (A) In the case of all employees—
    - (i) The pay in the pay band/pay scale will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.
    - (ii) If the minimum of the revised pay band/pay scale is more than the amount arrived at as per (i) above the pay shall be fixed at the minimum of the revised pay band/pay scale:

### **Provided further that:**

Where, in the fixation of pay, the pay of Government servants drawing pay at two or more consecutive stages in an existing scale gets bunched, that is to say, gets

fixed in the revised pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running pay bands. For the purpose, the increment will be calculated on the pay in the pay band. Grade Pay would not be taken into account for the purpose of granting increments to alleviate bunching.

In the case of pay scales in higher administrative grade (HAG) in the pay band PB-4, benefit of increments due to bunching shall be given taking into account all the stages in different pay scales in this grade.

If by stepping up of the pay as above, the pay of a Government servant gets fixed at a stage in the revised pay band/ pay scale (where applicable) which is higher than the stage in the revised pay band at which the pay of a Government servant who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

The pay in the pay band will be determined in the above manner. In addition to the pay in the pay band, grade pay corresponding to the existing scale will be payable.

- (B) In the case of employees who are in receipt of special pay/allowance in addition to pay in the existing scale which has been recommended for replacement by a pay band and grade pay without any special pay/allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of (A) above.
- (C) In the case of employees who are in receipt of special pay component with any other nomenclature in addition to pay in the existing scales, such as personal pay for promoting small family norms, etc., and in whose case the same has been replaced in the revised pay structure with corresponding allowance/pay at the same rate or at a different rate, the pay in the revised structure shall be fixed in accordance with the provisions of clause (A) above. In such cases the allowance at the new rate as recommended shall be drawn in addition to pay in the revised structure of pay from the date specified in the individual notifications related to these allowances.
- (D) In the case of medical officers who are in receipt of Non-Practicing Allowance (NPA), the pay in the revised pay structure shall be fixed in accordance with the provisions of clause (A) above except that, in such cases, the pre-revised dearness allowance appropriate to the non-practicing allowance (excluding dearness pay component on NPA) admissible at index average 536 (1982=100) shall be added while fixing the pay in the revised pay band. Illustration 3 in Explanatory Memorandum to these rules may be referred to in this regard.

**Note 1.—** A Government servant who is on leave on the 1<sup>st</sup> day of January, 2006, and is entitled to leave salary shall become entitled to pay in the revised pay structure from 1.1.2006 or the date of option for the revised pay structure. Similarly, where a Government servant is on study leave on the first day of January, 2006, he will be entitled to the benefits under these rules from 1.1.2006 or the date of option.

**Note 2.—** Where a post has been upgraded as indicated in Part B of the First Schedule to these Rules, the fixation of pay in the applicable pay band will be done in the manner prescribed in accordance with clause (A) (i) and (ii) of rule 7 by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of 10. The Grade Pay corresponding to

the upgrade scale as indicated in column 6 of the Part-B of the First Schedule will be payable in addition. Illustration 4 in this regard is in Explanatory Memorandum to these rules.

**Note 3.—** In case of Government servant under suspension, he shall continue to draw subsistence allowance based on existing scale of pay and his pay in the revised structure of pay will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.

**Note 4.—** Where the 'existing emoluments' exceed the revised emoluments in the case of any Government servant, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

**Note 5.—** Where in the fixation of pay under sub-rule (1), the pay of a Government servant, who, in the existing scale was drawing immediately before the 1<sup>st</sup> day of January, 2006, more pay than another Government servant junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay band as that of the junior.

**Note 6.—** Where a Government servant is in receipt of personal pay on the 1<sup>st</sup> day of January, 2006, which, together with his existing emoluments exceeds the revised emoluments, then the difference representing such excess shall be allowed to such Government servant as personal pay to be absorbed in future increases in pay.

**Note 7.—** In case where a senior Government servant promoted to a higher post before the 1<sup>st</sup> day of January, 2006, draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1<sup>st</sup> day of January, 2006, the pay in the pay band of the senior Government servant should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher post. The stepping up should be done with effect from the date of promotion of the junior Government servant subject to the fulfillment of the following conditions, namely:—

- (a) both the junior and the senior Government servants should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre;
- (b) the pre-revised scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be same;
- (c) the senior Government servants at the time of his promotion should have been drawing equal or more pay than the junior;
- (d) the anomaly should be directly as a result of the application of the provisions of CSR or any other rule or order regulating pay fixation on such promotion in the revised pay structure. If even in the lower post, the junior officer was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, provision of this Note need not be invoked to step up the pay of the senior officer.

- (2) Subject to the provisions of rule 5, if the pay as fixed in the officiating post under sub-rule (1) is lower than the pay fixed in the substantive post, the former shall be fixed at the same stage as in the substantive pay.

**8. Fixation of pay in the revised pay structure of employees appointed as fresh recruits on or after 1.1.2006.—**

Section II of Part A of the First Schedule of these rules indicated the entry level pay in

the pay band at which the pay of direct recruits to a particular post carrying a specific grade pay will be fixed on or after 1.1.2006.

This will also be applicable in the case of those recruited between 1.1.2006 and the date of issue of this Notification. In such cases, where the emoluments in the pre-revised pay scale(s) [i.e., basic pay in the pre-revised pay scale(s) plus dearness pay plus dearness allowance applicable on the date of joining] exceeds the sum of the pay fixed in the revised pay structure and the applicable dearness allowance thereon, the difference shall be allowed as personal pay to be absorbed in future increments in pay.

**9. Rate of increment in the revised pay structure.—**

The rate of increment in the revised pay structure will be 3% of the sum of the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band. Illustration 5 in this regard is in the Explanatory Memorandum of these rules.

**10. Date of next increment in the revised pay structure.—**

There will be a uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Employees completing 6 months and above in the revised pay structure as on 1<sup>st</sup> of July will be eligible to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised pay structure will be granted on 1.7.2006 for those employees also for whom the date of next increment was between 1<sup>st</sup> July, 2006 to 1<sup>st</sup> January, 2007:

Provided that in the case of persons who had been drawing maximum of the existing scale for more than a year as on the 1<sup>st</sup> day of January, 2006, the next increment in the revised pay structure shall be allowed on the 1<sup>st</sup> day of January, 2006. Thereafter, the provision of rule 10 would apply:

Provided further that in cases where an employee reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, he will continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4, after which no further increments will be granted.

**Note 1.—** In cases where two existing scales, one being a promotional scale for the other, are merged, and the junior Government servant, now drawing his pay at equal or lower scale of pay, happens to draw more pay in the pay band in the revised pay structure than the pay of the senior Government servant in the existing higher scale, the pay in the pay band of the senior Government servant shall be stepped up to that of his junior from the same date and he shall draw next increment in accordance with rule 10.

**11. Fixation of pay in the revised pay structure subsequent to the 1st day of January, 2006.—**

Where a Government servant continues to draw his pay in the existing scale and is brought over to the revised pay structure from a date later than the 1<sup>st</sup> day of January, 2006, his pay from the later date in the revised pay structure shall be fixed in the following manner:—

Pay in the pay band will be fixed by adding the basic pay applicable on the later date, the dearness pay applicable on that date and the pre-revised dearness allowance based on rates applicable as on 1.1.2006. This figure will be round off to the next multiple of 10 and will then become the pay in the applicable pay band. In addition to this, the grade pay corresponding to the pre-revised pay scale will be applicable. Where the Government servant is in receipt of special pay or non-practicing allowance, the methodology followed will be as prescribed in rule 7 (1), (B), (C), (D) as applicable, except that the basic pay and dearness pay

to be taken into account will be the basic pay and dearness pay applicable as on that date but dearness allowance will be calculated as per rates applicable on 1.1.2006.

**12. Fixation of pay on reappointment after the 1st day of January, 2006 to a post held prior to that date.—**

A Government servant who has officiated in a post prior to the 1<sup>st</sup> day of January, 2006, but was not holding that post on that date and who on subsequent appointment to that post draws pay in the revised pay structure shall be allowed the benefit of the proviso to CSR to the extent it would have been admissible had he been holding that post on the 1<sup>st</sup> day of January, 2006, and had elected the revised pay structure on and from that date.

**13. Fixation of pay on promotion on or after 1.1.2006.—**

- (1) In the case of promotion from one grade pay to another in the revised pay structure, the fixation will be done as follows:-

One increment equal to 3% of the pay in the pay band and the existing grade pay will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay corresponding to the promotion post will thereafter be granted in addition to this pay in the pay band. In cases where promotion involves change in the pay in the pay band after adding the increment is less than the minimum of the higher pay band to which promotion is taking place, pay in the pay band will be stepped to such minimum.

- (2) On promotion from one grade pay to another, a Government servant has an option under CSR to get his pay fixed in the higher post either from the date of his promotion, or from date of his next increment, viz. 1<sup>st</sup> July of the years. The pay will be fixed in the following manner in the revised pay structure:-

- (i) In case the Government servant opts to get his pay fixed from his date of next increment, then, on the date of promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher post will be granted. Further re-fixation will be done on the date of his next increment i.e. 1<sup>st</sup> July. On that day, he will be granted two increments; one annual increment and the second on account of promotion. While computing these two increments, basic pay prior to the date of promotion shall be taken into account. To illustrate, if the basic pay prior to the date of promotion was Rs. 100, first increment would be computed on Rs. 100 and the second on Rs. 103.
- (ii) In case the Government servant opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 1<sup>st</sup> July if he was promoted between 2<sup>nd</sup> July and 1<sup>st</sup> January. However, if he was promoted between 2<sup>nd</sup> January and 30<sup>th</sup> June of a particular year, he shall get his increment on 1<sup>st</sup> July of next year.

**Note.—** A Government employee can exercise his option on promotion for pay fixation under CSR on plain paper in simple application form.

**14. Mode of payment of arrears of pay.—**

The arrears shall be paid in cash in two installments. The first installment should be restricted to 40% of the total arrears. The remaining 60% of arrears should be paid during the next financial year.

**Explanation.—** For the purposes of this rule:

- (a) "arrears of pay" in relation to a Government servant means the difference between:
- (i) the aggregate of the pay and allowances to which he is entitled on account of the revision of his pay and allowances under these rules, for the relevant period. Revised allowances (except for dearness allowance and non-practicing allowance) will be payable only with effect from 01.01.2009.
  - (ii) the aggregate of the pay and allowance to which he would have been entitled (whether such pay and allowances had been received or not) for that period had his pay and allowances not been so revised;
- (b) "relevant period" means the period commencing on the 1<sup>st</sup> day of January, 2006, and ending with the 31.12.2008.

**15. Overriding effect of rules.—**

The provisions of CSR or PFR or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

**16. Power of relax.—**

Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**Note.—** The relaxation so granted under this rule shall be deemed to have been given depending upon the merit of such class and categories of Government servant and, therefore, will not amount to any discrimination with other class and categories of Government servant.

**17. Power to make addition or deletion etc.—**

Where the Government is satisfied that there is a necessity to make additions or delete any class or categories of posts or change the designations and structure of pay either permanently or temporarily in the schedules of these rules, the Government will be competent to add or delete or change such conditions. The provisions of these rules will apply on such additions or deletions or changes as the Government may direct by specific orders or in the absence of that all the provisions of these rules shall apply as if the changes were made.

**18. Interpretation.—**

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government for decision.

**19. Residuary provisions.—**

In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government will prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government under this rule shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such conditions and such additional conditions as prescribed by the Government under this rule shall be deemed to be the part of these rules.

**THE FIRST SCHEDULE**  
**(See Rules 3 and 4)**  
**PART – A**  
**SECTION - I**

Existing Functional Pay Scale		Revised Functional Pay Structure		
Sr. No.	Functional Pay Scale	Name of Pay Band	Corresponding Pay Band	Corresponding Grade Pay
1	2	3	4	5
1	2550-55-2660-EB-60-3200	-1S	4440-7440	1300
2	2610-60-3150-EB-65-3540	-1S	4440-7440	1400
3	2650-65-3300-EB-70-4000	-1S	4440-7440	1650
4	3050-75-3950-EB-80-4350	PB-1	5200-20200	1800
5	3050-75-3950-EB-80-4590	PB-1	5200-20200	1900
6	3050-85-4325-EB-100-5325	PB-1	5200-20200	1950
7	3200-85-3880-EB-85-4900	PB-1	5200-20200	2000
8	4000-100-4800-EB-100-6000	PB-1	5200-20200	2400
9	4400-100-5200-EB-100-6000	PB-1	5200-20200	2500
10	4500-125-6000-EB-125-7000	PB-1	5200-20200	2800
11	5000-150-7100-EB-150-7850	PB-2	9300-34800	3200
12	5450-150-6950-EB-150-8000	PB-2	9300-34800	3300
13	5500-175-8300-EB-175-9000	PB-2	9300-34800	3600
14	6500-200-8500-EB-200-9900	PB-2	9300-34800	4000
15	6500-200-8500-EB-200-10500	PB-2	9300-34800	4200
16	7450-225-9025-EB-225-11500	PB-2	9300-34800	4600
17	7500-250-10000-EB-250-12000	PB-2	9300-34800	4800
18	7500-250-10000-EB-250-13000	PB-2	9300-34800	5200
19	8000-275-10200-EB-275-13500	PB-2	9300-34800	5400
20	8000-275-10200-EB-275-13500 (Group A Entry)	PB-3	15600-39100	5400
21	10000-325-13900	PB-3	15600-39100	6000
22	10000-325-15200	PB-3	15600-39100	6400
23	10650-325-15850	PB-3	15600-39100	6600
24	12000-375-16500	PB-3	15600-39100	7600
25	13500-375-17250	PB-3	15600-39100	8000
26	14300-400-18300	PB-4	37400-67000	8700
27	15100-400-18300	PB-4	37400-67000	8800
28	16400-450-20000	PB-4	37400-67000	8900
29	16400-450-20900	PB-4	37400-67000	9500
30	18400-500-20400	PB-4	37400-67000	9800
31	18400-500-22400	PB-4	37400-67000	10000
32	22400-525-24500	PB-4	37400-67000	12000



**SECTION - II****Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006****-1S (Rs. 4440-7440)**

Grade Pay	Pay in the Pay Band	Total
1300	4750	6050
1400	4860	6260
1650	4930	6580

**PB-1 (Rs. 5200-20200)**

Grade Pay	Pay in the Pay Band	Total
1800	5680	7480
1900	5680	7580
1950	5680	7630
2000	5960	7960
2400	7440	9840
2500	8190	10690
2800	8370	11170

**PB-2 (Rs. 9300-34800)**

Grade Pay	Pay in the Pay Band	Total
3200	9300	12500
3300	10140	13440
3600	10230	13830
4000	12090	16090
4200	12090	16290
4600	13860	18460
4800	13950	18750
5200	13950	19150
5400	14880	20280

**PB-3 (Rs. 15600-39100)**

Grade Pay	Pay in the Pay Band	Total
5400	15600	21000
6000	18600	24600
6400	18600	25000
6600	19810	26410
7600	22320	29920
8000	25110	33110

**PB-4 (Rs. 37400-67000)**

Grade Pay	Pay in the Pay Band	Total
8700	37400	46100
8800	37400	46200
8900	37400	46300
9500	37400	46900
9800	37400	47200
10000	37400	47400
12000	41670	53670

**PART – B**  
**REVISED PAY SCALES FOR CERTAIN CATEGORIES OF STAFF**  
**SECTION - I**

The revised pay structure mentioned in column (5) and (6) of this part of the Notification for the post mentioned in column (2) have been approved by the Government. The initial fixation as on 1.1.2006 will be done in accordance with Note 2 below rule 7 of this Notification.

**SECTION II**

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
1	2	3	4	5	6
<b>1.</b>	<b>Posts in Transport Department</b>				
(i)	Works Manager	6500-10500	7450-11500	PB-2	4600
(ii)	Store Purchase Officer	6500-10500	7450-11500	PB-2	4600
(iii)	Service Engineer	6500-10500	7450-11500	PB-2	4600
<b>2.</b>	<b>Post in Prosecution Department</b>				
	Asstt. Distt. Attorney	6500-10500	7450-11500	PB-2	4600
<b>3.</b>	<b>Posts in Labour Department</b>				
(i)	Asstt. Director Industrial Safety & Health	6500-10500	7450-11500	PB-2	4600
(ii)	Asstt. Director Industrial Safety & Health (Chemical)	6500-10500	7450-11500	PB-2	4600
(iii)	Asstt. Director Industrial Health-cum-Certifying Surgeon	6500-10500	7450-11500	PB-2	4600
<b>4.</b>	<b>Posts in Police Department (FSL Madhuban)</b>				
(i)	Sr. Scientific Asstt.	6500-9900	7450-11500	PB-2	4600
* (ii)	Sr. Scientific Officer	6500-10500	8000-13500	PB-2	5400
<b>5.</b>	<b>Post in Health Department</b>				
	Biologist	6500-10500	7450-11500	PB-2	4600
<b>6.</b>	<b>Post in Civil Aviation Department</b>				
	Asstt. Aircraft Engineer	6500-10500	7450-11500	PB-2	4600
<b>7.</b>	<b>Post in Information &amp; Public Relation Department</b>				
	Technical Officer	6500-10500	7450-11500	PB-2	4600
<b>8.</b>	<b>Post in Renewable Energy Department</b>				
	Project Officer	6500-10500	7450-11500	PB-2	4600
<b>9.</b>	<b>Post in Supplies and Disposals Department</b>				
	Asstt. Director Technical	6500-10500	7450-11500	PB-2	4600
<b>10.</b>	<b>Posts in Agriculture Department</b>				
(i)	Asstt. Geologist	6500-10500	7450-11500	PB-2	4600
(ii)	Water Development Specialist	6500-10500	7450-11500	PB-2	4600
(iii)	Asstt. Geophysicist	6500-10500	7450-11500	PB-2	4600
(iv)	Asstt. Engineer (Design)	6500-10500	7450-11500	PB-2	4600

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
1	2	3	4	5	6
<b>11.</b>	<b>Posts in Law &amp; Legislative Department</b>				
(i)	Supdt. (Legal)	6500-10500	7450-11500	PB-2	4600
(ii)	Assistant Legislative Officer	6500-10500	7450-11500	PB-2	4600
<b>12.</b>	<b>Posts in Industries Department</b>				
(i)	Asstt. Director (Technical)	6500-10500	7450-11500	PB-2	4600
(ii)	Asstt. Director (Chemical)	6500-10500	7450-11500	PB-2	4600
(iii)	Asstt. Director (Textile)	6500-10500	7450-11500	PB-2	4600
(iv)	IPO/ Asstt. Director (IP)	6500-10500	7450-11500	PB-2	4600
(v)	Asstt. Director of Boiler-cum-Inspector of Boiler	6500-10500	7450-11500	PB-2	4600
<b>13.</b>	<b>Post in Mines &amp; Geology Department</b>				
	Mining Officer	6500-9900	7450-11500	PB-2	4600
<b>14.</b>	<b>HCS Allied Services</b>				
(i)	Assistant Registrar Cooperative Societies	6500-10500	7450-11500	PB-2	4600
(ii)	Assistant Excise & Taxation Officer	6500-10500	7450-11500	PB-2	4600
(iii)	Block Development & Panchayat Officer	6500-10500	7450-11500	PB-2	4600
(iv)	Traffic Manager	6500-10500	7450-11500	PB-2	4600
(v)	Distt. Food & Supplies Officer	6500-9900	7450-11500	PB-2	4600
(vi)	Assistant Employment Officer	6500-9900	7450-11500	PB-2	4600
<b>15.</b>	<b>Posts in Education Department</b>				
(i)	JBT Teacher	4500-7000	6500-10500	PB-2	4200
(ii)	P.T.I.	4500-7000	5500-9000	PB-2	3600
(iii)	Drawing Teacher	4500-7000	5500-9000	PB-2	3600
(iv)	Cutting & Tailoring Teacher	4500-7000	5500-9000	PB-2	3600
(v)	Head Teacher Primary School	5500-9000	7450-11500	PB-2	4600
(vi)	Master	5500-9000	7450-11500	PB-2	4600
(vii)	Language Teacher (Hindi/Punjabi/Sanskrit & Hindi Teacher Primary)	5500-9000	7450-11500	PB-2	4600
(viii)	Head Master Middle School	6500-9900	7450-11500	PB-2	4600
(ix)	School Lecturer	6500-10500	7500-12000	PB-2	4800
(x)	Head Master High School	7500-12000	8000-13500	PB-2	5400
(xi)	Principal, Sr. Sec. School/ Dy. DEO/BEO/ Asstt. Directors (Academic)	8000-13500	10000-13900	PB-3	6000

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
1	2	3	4	5	6
(xii)	DEO/DDEO/Principal, DIET/Dy. Director	10000-13900	10000-15200	PB-3	6400
(xiii)	Joint Director/Director, SRC/ SCERT/Sharmik Vidyapeeth	10000-15200	12000-16500	PB-3	7600
<b>16.</b>	<b>Posts in Health Department</b>				
(i)	Staff Nurse	5000-7850	6500-10500	PB-2	4200
(ii)	Nursing Sister	5500-9000	7500-12000	PB-2	4800
(iii)	Asstt. Matron	5500-9000	7500-12000	PB-2	4800
(iv)	Matron	6500-9900	8000-13500	PB-2	5400
(v)	Nursing Supdt.	6500-10500	8000-13500	PB-2	5400
(vi)	Sister Tutor	5500-9000	7500-12000	PB-2	4800
(vii)	Principal Tutor	6500-9900	8000-13500	PB-2	5400
(viii)	Public Health Nurse	5500-9000	7500-12000	PB-2	4800
(ix)	Distt. Nursing Officer	6500-10500	7500-12000	PB-2	4800
(x)	Public Health Nursing Officer	6500-10500	8000-13500	PB-2	5400
(xi)	Assistant Director (Nursing) & Principal, Training centre, Barwala	6500-10500	8000-13500	PB-2	5400
(xii)	Dietician	5500-9000	6500-9900	PB-2	4000
(xiii)	Asstt. Director (Dietician)	5500-9000	6500-10500	PB-2	4200
(xiv)	Radiographer	4500-7000	5000-7850	PB-2	3200
(xv)	Civil Surgeon / PMOs / ZMOs/ Dy. Director (Sr.)	13500-17250	14300-18300	PB-4	8700
<b>17.</b>	<b>Posts in Police Department</b>				
(i)	Constable	3050-5325	3200-4900	PB-1	2000
(ii)	Head Constable	4000-6000	4000-6000	PB-1	2400
(iii)	Asstt. Sub Inspector	4400-6000	4500-7000	PB-1	2800
(iv)	Sub Inspector	5500-9000	5500-9000	PB-2	3600
(v)	Inspector	6500-10500	7450-11500	PB-2	4600
<b>18.</b>	<b>Posts in Organised Accounts Cadre (Treasuries &amp; Accounts Department)</b>				
(i)	Section Officer	6500-9900	7450-11500	PB-2	4600
(ii)	Accounts Officer	6500-10500	8000-13500	PB-2	5400
(iii)	Sr. Accounts Officer	8000-13500	10000-13900	PB-3	6000
(iv)	Chief Accounts Officer	10000-13900	12000-16500	PB-3	7600
<b>19.</b>	<b>Posts in Hospitality Department</b>				
(i)	Waiter	2550-3200	2650-4000	-1S	1650
(ii)	Tandooria	2550-3200	2650-4000	-1S	1650
(iii)	Pantryman	2610-3540	2650-4000	-1S	1650

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
1	2	3	4	5	6
<b>20.</b>	<b>Posts in Forest Department</b>				
(i)	Forest Guard	3050-4350	3200-4900	PB-1	2000
(ii)	Forester	4000-6000	4500-7000	PB-1	2800
	<b>Wildlife Wing</b>				
(i)	Wildlife Guard	3050-4350	3200-4900	PB-1	2000
(ii)	Sub-Inspector Wildlife	4000-6000	4500-7000	PB-1	2800
(iii)	Inspector Wildlife	4500-7000	5500-9000	PB-2	3600
<b>21.</b>	<b>Post in Forest Department</b>				
(i)	Haryana Forest Service	6500-10500	7450-11500	PB-2	4600
<b>22.</b>	<b>Posts in Employment Department</b>				
(i)	Distt. Employment Officer	6500-10500	7500-12000	PB-2	4800
(ii)	Divisional Employment Officer	7450-11500	8000-13500	PB-2	5400
(iii)	Deputy Director	8000-13500	10000-13900	PB-3	6000
(iv)	Joint Director	10000-13900	12000-16500	PB-3	7600
<b>23.</b>	<b>Posts in Local Audit Department</b>				
(i)	Senior Auditor	6500-9900	7450-11500	PB-2	4600
(ii)	Resident Audit Officer	6500-10500	8000-13500	PB-2	5400
(iii)	Dy. Director	8000-13500	10000-13900	PB-3	6000
(iv)	Joint Director	10000-13900	12000-16500	PB-3	7600
<b>24.</b>	<b>Posts in Treasuries &amp; Accounts Department</b>				
(i)	Assistant Treasury Officer	6500-9900	7450-11500	PB-2	4600
(ii)	Treasury Officer	6500-10500	8000-13500	PB-2	5400
<b>25.</b>	<b>Posts in Sports Department</b>				
(i)	Junior Coach	5000-7850	5500-9000	PB-2	3600
(ii)	Coach	5500-9000	6500-10500	PB-2	4200
(iii)	District Sports Officer	6500-10500	7450-11500	PB-2	4600
(iv)	Asstt. Director (Yoga)	6500-9900	7450-11500	PB-2	4600
(v)	Dy. Director	8000-13500	10000-13900	PB-3	6000
<b>26.</b>	<b>Posts in Tourism Department</b>				
*	Deputy Director	7450-11500	8000-13500	PB-2	5400
<b>27.</b>	<b>Posts in Animal Husbandry Department</b>				
	Joint Director	10000-15200	12000-16500	PB-3	7600
	<i>The functional pay scale of the post of Director General Animal Husbandry and Dairy Development will be Rs. 16400-20900 (revised pay band PB- 4 of Rs. 37400-67000 with grade of Rs. 9500) after vacation of the post by the present incumbent on superannuation or otherwise.</i>				

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
1	2	3	4	5	6
<b>28.</b>	<b>Posts in Shri Krishna Ayurvedic College, Kurukshetra</b>				
(i)	Lecturer	7500-12000	8000-13500	PB-2	5400
(ii)	Reader	8000-13500	10000-15200	PB-3	6400
(iii)	Professor	12000-16500	14300-18300	PB-4	8700
(iv)	Principal	13500-17250	16400-20900	PB-4	9500
<b>29.</b>	<b>Post in PGIMS, Rohtak</b>				
	Gas Room Operator	3050-4590	4000-6000	-1S	2400
	On the basis of recommendation made by Finance Department Vide letter No. 6/23/3PR(FD)-88, Dated 26/07/1991, the technical posts in various departments for which minimum educational qualifications prescribed is Matric with ITI Certificate/Polytechnic in services rules, there scale was modified to the scale of Rs. 1200-2040 for which corresponding pre-revised pay scales is 4000-6000. Accordingly, Committee recommends the upgradations of scale of Rs. 4000-6000 for the post of Gas Room Operator.				
<b>30.</b>	<b>Posts in Law &amp; Legislative Department</b>				
(i)	Sr. Librarian	5500-9000	6500-10500	PB-2	4200
<b>31.</b>	<b>Post in Haryana Civil Sectt., FC's Office, LR Office, HPSC And Vidhan Sabha.</b>				
# (i)	Personal Assistant	6500-10500	5500-9000+ 150/- S.P.	PB-2	3600
# (ii)	Private Secretary	8000-13500	6500-10500 + 200/-S.P.	PB-2	4200

\* The upgradation of the pay scale of Rs. 8000-13500 for the post of Dy. Director in Tourism Department will be subject to amendment in the services rules for prescribing professional qualifications. The upgradation will be effective after amendment in the service rules.

# There will be no recovery because of this modification in pay scale w.e.f. 1.1.1996 and additionalities (if any) after fixation of pay will be adjusted in future increments.

**THE SECOND SCHEDULE****Form of Option***[See rule 6(1) ]*

\* (i) I \_\_\_\_\_ hereby elect the revised pay structure with effect from 1<sup>st</sup> January, 2006.

\* (ii) I \_\_\_\_\_ hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until:

\* the date of my next increment

The date of my subsequent increment raising my pay to Rs. \_\_\_\_\_

I vacate or cease to draw pay in the existing scale.

The date of my promotion to \_\_\_\_\_

Existing Scale \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

Date:

Station:

\* To be scored out, if not applicable.

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**MEMORANDUM EXPLANATORY TO THE HARYANA CIVIL SERVICES  
(REVISED PAY) RULES, 2008**

**Rule 1.—** This rule is self explanatory.

**Rule 2.—** This rule lays down the categories of employees to whom the rules apply. Except for the categories excluded under sub rule (2) the rules are applicable to all Government servants appointed under the rule making power of the Government of Haryana serving in connection with the affairs of Government of Haryana and whose pay is debitible to the consolidated fund of the State of Haryana. They do not apply to any other categories of employees.

**Rule 3.—** This rule is self explanatory.

Further, wherever the terms defined under this rule are mentioned in these rules or in any other rules/ instructions/ orders/ notifications etc. issued in connection with these rules, definitions as prescribed under this rule is to be taken as the meaning for and in these rules or, as the case may be, in any other rules/ instructions/ orders/ notifications etc.

**Rule 4.—** Scale of pay is the revised functional pay structure prescribed for the post as a consequence of these rules. The provision in sub-rule 1(1) is specific and that in sub-rule (2) is residual. For the purpose of sub rule (1), the pay scale in column 4 is the functional pay prescribed for the corresponding posts in column 2 as a consequence of these rules and under these rules. For the purposes of sub rule (2), however, the posts for which the pay scale in column 3 has been prescribed as functional pay scale as a consequence of and under these rules are to be derived out of the existing scale, as mentioned in column 2. Sub rule (2) is to regulate the pay scales only if sub rule (1) does not specifically cover the posts. The fundamental sense is that these rules prescribe the revised functional pay structure for the posts and do not prescribe replacement scales in general. The existing scales as mentioned in this rule and the Schedules have been mentioned only with the objective of deriving as to what shall be the revised functional pay structure and for no other purpose.

The revised pay structure as prescribed by these rules is based on the principle of adequacy and propriety, that is that the Government servant should be paid adequately benefit upon his status and qualifications and qualitative and quantitative work output according to the capacity of the Government to pay at the same time horizontal and vertical equivalence and differentiations justifiable required to be maintained shall also be maintained.

**Rule 5.—** The intention is that all Government servants should be brought over to the revised scales except those who elect to draw pay in the existing scales. Those who exercise the option to continue in the existing scales of pay will continue to draw the dearness allowance and interim relief at the rate in force on the 1<sup>st</sup> of January, 2006 and such dearness allowance will count towards the emoluments for pension etc. to the extent it is so counted on the said date. If a Government servant is holding a permanent post in a substantive capacity and officiating on a higher post, or whenever officiated in one or more posts on his being on deputation etc., he has the option to retain the existing scale only in respect of one scale. Such a Government servant may retain the existing scale applicable to the permanent post or any one of the officiating posts. In respect of remaining posts he will necessarily have to be brought over to the revised structure.

**Rule 6.—** This rule prescribes the manner in which option has to be exercised and also the authority who should be apprised of such option. The option has to be exercised on the appropriate proforma appended to the rule. It should further be noted that it is not sufficient for a Government servant to exercise the option within the specified time limit, but also to ensure that it reaches the prescribed authority within the time limit officially and in writing on the prescribed proforma. In the case of persons who are on leave or on deputation or on foreign



service at the time these rules are notified, the period within which the option has to be exercised is three months from the date they take over charge of the post. It is further made clear that unauthorized absence shall not entitle the Government servant to get the relief as granted under these rules for the Government servants who are on leave. The period of 3 months shall be counted from the date on which the sanctioned leave expires. No other exigency shall enable such Government servants the above said relief.

The persons, who have retired between 1<sup>st</sup> January, 2006 and the date of issue of these rules are also eligible to exercise the option.

**Rule 7 (1).—** (1) This rule deals with the actual fixation of pay in the revised functional pay scales on 1<sup>st</sup> January, 2006. For the purposes of these rules the procedure under this rule and no other procedure under a different rule shall be followed. A few illustrations indicating the manner in which pay of Government servant should be fixed under this rule subject to the permissible stepping up of pay under notes in this rule are given in the attached Annexure.

**Rule 7(2).—** The benefit of this rule is not admissible in cases where a Government servant has elected the revised pay structure in respect of his substantive post, but has retained the existing scale in respect of an officiating post.

**Rule 8.—** This Rule prescribes the method of fixation of pay of employees appointed as fresh recruits on or after 1.1.2006.

The relevant period for the employees who have entered the Government service for the first time either as a direct recruit or by transfer shall be counted from the date he has so entered in the Government service.

**Rule 9 & 10.—** These rules prescribe the manner in which the next increment in the new scale should be regulated. The provisos to this rule are intended to eliminate the anomalies of junior Government servants drawing more pay than their senior by the operation of substantive part of this rule and also taking care of the Government servants who have been drawing pay at the maximum of the existing scale for more than one year as on 1.1.2006 and also those Government servants who have been stagnating at the maximum of the existing scale and are actually in receipt of stagnation increments on adhoc basis.

However, the benefit of this rule will be granted in relation to both the senior and junior drawing their pay in the functional pay scales prescribed for the posts.

**Rule 11.—** This rule is self explanatory.

**Rule 12.—** This rule is self explanatory.

**Rule 13.—** This rule is self explanatory.

**Rule 14.—** This rule is self explanatory.

**Rule 15.—** This rule relates to the overriding effect to the rule which provides that the provisions of these rules will regulate and the provisions of any other rule will not regulate the conditions as prescribed in these rules and to the extent of any inconsistency between the provisions of these rules and provisions of any other rules, the provisions of these rules shall prevail and apply.

**Rule 16.—** This rule is self explanatory.

There could be a possibility that these rules may cause some hardship in any particular case or to a class or category of posts. Under such circumstances the provisions of rule is clear that it has to be invoked only if the Government is satisfied about the existence of some hardship which is required to be relaxed. The relaxation of such hardship shall be based on the merit of individual cases or the cases of class and categories of employees where such hardship is found to be justified for relaxation. Removal of such hardship would, therefore, not

amount to any discrimination where such hardship has either not been found to exist or has not been found to be justified for relaxation.

**Rule 17.—** This rule is self explanatory.

If the circumstances so require the Government can add or delete or change any of the parameters as mentioned in the 1<sup>st</sup> Schedule and may further direct the mode in which the provisions of these rules shall be applicable on such changes either generally or specifically. However, in event of absence of any general or specific direction for the applicability of the provisions laid down under these rules, it shall be presumed that the entire rule shall be applicable on such changes.

**Rule 18.—** This rule is self explanatory.

**Rule 19.—** This rule is self explanatory.

The conditions prescribed under this rule will be considered as part of these rules.

**Illustration 1 :** Initial fixation of Group D employee in -1S:

1.	Existing Scale of Pay	Rs. 2550-55-2660-EB-60-3200
2.	Pay Band applicable	-1S Rs. 4440-7440
3.	Existing basic pay as on 1.1.2006	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.	Pay in the Pay Band after including benefit of bunching, if admissible	Rs. 5290
7.	Grade Pay attached to the scale	Rs. 1300
8.	Revised basic pay – total of pay in the pay band and grade pay	Rs. 6590

**Illustration 2 :** Fixation of initial pay in the revised pay structure:

1.	Existing Scale of Pay	Rs. 4000-100-6000
2.	Pay Band applicable	PB-1, Rs. 5200-20200
3.	Existing basic pay as on 1.1.2006	Rs. 4800
4.	Pay after multiplication by a factor of 1.86	Rs. 8928 (Rounded off to Rs. 8930)
5.	Pay in the Pay Band PB-2	Rs. 8930
6.	Pay in the Pay Band after including benefit of bunching if admissible	Rs. 8930
7.	Grade Pay attached to the scale	Rs. 2400
8.	Revised basic pay- total of pay in the pay band and grade pay	Rs. 11130

**Illustration 3:** Fixation of initial pay in the revised pay structure of Medical Officers:

1.	Existing Scale of Pay	Rs. 10000-13900
2.	Pay Band applicable	PB-3, Rs. 15600-39100
3.	Existing Basic Pay	Rs. 10000

4.	Existing NPA	Rs. 2000
5.	Pay after multiplication by a factor of 1.86	Rs. 18600
6.	DA on existing NPA	Rs. 480 (24% of Rs. 2000)
7.	Pay in the Pay Band attached to scale	Rs. 19080
8.	Grade Pay attached to the scale	Rs. 6000
9.	Revised basic pay – total of pay in the pay band and grade pay	Rs. 25080 (Revised NPA as decided by the Government in revised pay structure will be admissible)

**Illustration 4:** Pay fixation in cases where posts have been upgraded e.g. posts in pre-revised pay scale of Rs. 3050-75-3950-80-4590 to Rs. 3200-85-4900 scale:

1.	Existing Scale of Pay	Rs. 3050-4590 (Corresponding Grade Pay Rs. 1900)
2.	Pay Band applicable	PB-1, Rs. 5200-20200
3.	Upgraded to the Scale of Pay	Rs. 3200-4900 (Corresponding Grade Pay Rs. 2000)
4.	Existing basic pay as on 1.1.2006	Rs. 3125
5.	Pay after multiplication by a factor of 1.86	Rs. 5813 (Rounded off to Rs. 5820)
6.	Pay in the Pay Band PB-2	Rs. 5820
7.	Pay in the pay band after including benefit of bunching in the pre-revised Scale of Rs. 3050-4590, if admissible	Rs. 5820
8.	Grade Pay attached to the scale of Rs. 3200-4900	Rs. 2000
9.	Revised basic pay- total of pay in the pay band and grade pay.	Rs. 7820

**Illustration 5:** Pay fixation on grant of increment in the revised pay structure:

1.	Pay in the PB-2	Rs. 9300
2.	Grade Pay	Rs. 4200
3.	Total of 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 the pay band after increment	Rs. 9300 + 410
7.	Pay after increment	Rs. 9710
8.	Grade Pay applicable	Rs. 4200

AJIT M. SHARAN,  
Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

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**HARYANA GOVERNMENT  
DEPARTMENT OF FINANCE**

***Notification***

**The 30th December, 2008**

**No. GSR/Const./Article309/08.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely :—

**1. Short title, commencement and objective.—**

- (1) These rules may be called the Haryana Civil Services (Assured Career Progression) Rules, 2008.
- (2) They shall be deemed to have come into force on the first day of January, 2006, unless otherwise provided by the Government for any class or category of persons.
- (3) The objective of these rules is to provide two categories of assured career progression schemes for the Government servants of Haryana –the first category of scheme is cadre-specific Assured Career Progression Schemes for some cadres/posts prescribing time scales. The second category of scheme is primarily to remove stagnation in service, in the form of a general assured career progression scheme. The second category scheme seeks to ensure that all Government servants, whose cadres are not covered by any cadre-specific assured career progression scheme, get at least three financial upgradations, including financial upgradation, availed by such Government servants as a consequence of functional promotion during his entire career. It also seeks to ensure that no Government servant stagnates without any financial upgradation for more than ten years unless he has already availed three financial upgradations in his career.

**2. Categories of Government servants to whom the rule apply.—**

- (1) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to civil services and posts of group 'A', 'B', 'C' and 'D' in connection with the affairs of the Government of Haryana and to those who are under the administrative control of the Government of Haryana and whose pay is debitable to the Consolidated Fund of the State of Haryana and are mentioned in the Schedule I of these rules.
- (2) These rules shall not apply to.—
  - (a) officers of judiciary working in connection with the affairs of Haryana State;
  - (b) persons not in whole time employment;
  - (c) persons paid out of contingencies;
  - (d) persons paid otherwise than on monthly basis, including those paid on a piece-rate basis or on the basis of daily wages or on consolidated contractual payment;
  - (e) any other class or category of persons whom the Government may by order, specifically exclude from the operation of all or any of the provisions contained in these rules;

### 3. Definitions.—

In these rules, unless the context otherwise requires :—

- (a) **“cadre specific Assured Career Progression Scheme”** means a scheme falling within the scope of these rules and as mentioned in the Part I of Schedule I of these rules;
- (b) **“CSR”** means the Punjab Civil Services Rules as amended from time to time and as applicable in connection with the affairs of Government of Haryana;
- (c) **“direct recruit fresh entrant”** with reference to a post or a Government servant means the post on which such Government servant was recruited as a regular and direct recruit in the Government service and is in continuous employment of Government since such recruitment;
- (d) **“existing basic pay”** means pay drawn in a prescribed pre-revised scale of pay as on 1.1.2006 for the post held by the person(s) as present scale of pay for such post including stagnation increments but not including any other type of pay like “special pay”, “personal pay” etc.;
- (e) **“existing pay scale”** in relation to any post or any Government servant means the pre-revised functional pay scale as on 01.01.2006 prescribed for the post on which such Government servant was recruited as a direct recruit fresh entrant;
- (f) **“functional pay scale”** in relation to a Government servant means the pay scale which is prescribed for the post held by the Government servant. It does not mean any other pay scale in which the Government servant is drawing his pay as a personal measure to him on account of either length of service or higher/additional qualification or upgradation of pay scale due to any other reason;
- (g) **“first assured career progression pay band and grade pay under general ACP scheme”** means the first financial upgradation in terms of increased grade pay in the same pay band for all Government servants covered under the general ACP scheme, as mentioned in column 4 of Part II of Schedule I with reference to the pay structure mentioned in column 3 of Part II of Schedule I :  
  
Provided that the First Assured Career Progression pay band and grade pay may also be referred to as 1<sup>st</sup> ACP PB and GP;
- (h) **“Government”** means the Government of Haryana in the Finance Department save as otherwise provided by or under these rules;
- (i) **“Government servant”** for the purposes of these rules means the person(s) appointed to the post(s) in connection with the affairs of the Government of Haryana which are under the administrative control of Government of Haryana and whose pay is debitable to the consolidated fund of state of Haryana and on whom these rules apply;
- (j) **“leave”** means any sanctioned leave as defined in C.S.R., except “casual leave”. Any type of absence without the sanction of competent authority shall not be considered as leave;

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- (k) **“memorandum explanatory”** means the memorandum explanatory appended to these rules, briefly explaining the nature, philosophy, justification, objectives, applicability etc. of these rules;
- (l) **“officiating post”** means the post which is held by the Government servant to which he has not been confirmed or to which he has been appointed as a temporary measure while still retaining his lien to a different post or to which he performs the duties while another person holds a lien to such post. The Government servants occupying a post while still on probation is also to be considered to be holding an officiating post. Further if competent authority has appointed a Government servant to officiate on a vacant post on which no other Government employee holds a lien, even such appointment shall be an appointment as against an officiating post;
- (m) **“present scale”** in relation to any Government servant who falls within the scope of these rules means the pay scale in which such Government servant was drawing his pre-revised pay on 1.1.06, if such pay scale happened to be different from the functional pay scale prescribed for the post on which such Government servant was working;
- (n) **“pay scale as a personal measure to the Government servant”** with reference to any Government servant means any scale of pay, other than the functional scale in which such Government servant is drawing his pay, including 1st ACP, 2nd ACP and 3rd ACP, as the case may be;
- (o) **“persons”** mean persons who are Government servants for the purposes of these rules;
- (p) **“pay”** means the amount drawn monthly by a Government servant, in the pay scale in which he was drawing his salary before 31.12.2005;
- (q) **“revised ACP pay structure”** in relation to any Government servant means revised corresponding Assured Career Progression pay band and grade pay in which the Government servant is eligible or entitled to be placed as a consequence of application of these rules in place of the present scale for the purpose of drawing the pay as a personal measure to such Government servant;
- (r) **“revised emoluments”** means pay in the pay band + grade pay of a Government servant in the revised pay structure in which the Government servant has been placed for drawing his pay by or under these rules and includes the revised non practicing allowance, if any, admissible to him in addition to the pay in the revised pay structure;
- (s) **“second assured career progression pay band and grade pay under general ACP”** means second financial upgradation in the form of increasing grade pay in the same pay band for all govt. servants who are covered in the general assured career progression scheme, as mentioned in column 5 of Part II of Schedule I with reference to the grade pay mentioned in column 4 of the Part II of Schedule I. However, in case of an employee holding a post after promotion, the second ACP pay band and grade pay will be the pay band of the promotional post and the next available grade pay with reference to his existing grade pay :

Provided that the Second Assured Career Progression pay band and grade pay may also be referred to as 2<sup>nd</sup> ACP PB and GP;

- (t) **“Schedule”** means Schedule appended to these rules;
- (u) **“substantive pay”** means pay drawn by the Government servant on the post to which the Government servant has been appointed substantively or by reason of his substantive position in a cadre;
- (v) **“third assured career progression pay band and grade pay under general ACP”** means third financial upgradation in the form of increasing grade pay in the same pay band for all Govt. servants who are covered in the general assured career progression scheme, as mentioned in column 6 of Part II of Schedule I with reference to the grade pay mentioned in column 5 of the Part II of Schedule I. However, in case of an employee holding a post after promotion, the second ACP pay band and grade pay will be the pay band of the promotional post and the next available grade pay with reference to his existing grade pay :

Provided that the Third Assured Career Progression pay band and grade pay may also be referred to as 3<sup>rd</sup> ACP PB and GP;

#### **4. Cadre specific assured progression scheme.—**

The ACP pay band and grade pay as time scales mentioned in column 5 of Part I of Schedule I to certain cadres/posts mentioned in column 2 of Part I of Schedule I shall be admissible to all Government servants who become members of such cadres by way of direct recruitment or promotion.

#### **5. General Assured Career Progression scheme.—**

Financial up gradation in the form of the first, the second and the third ACP pay band and grade pay as mentioned in column 4, 5 and 6 of Part II of Schedule I will be admissible to all Government servants covered under this scheme with reference to their pre-revised functional pay scale and the corresponding revised pay structure mentioned in column 2 and 3 respectively of Part II of Schedule I of these rules. However, in case of an employee holding a post after promotion, the entitled ACP pay band and grade pay will be the pay band of the promotional post and the next available grade pay with reference to his existing grade pay.

#### **6. Eligibility for grant of cadre specific ACP pay band and grade pay.—**

For the grant of cadre specific ACP pay band and grade pay the eligibility conditions will be the same as mentioned in Part I of Schedule I of these rules, apart from the general conditions of eligibility given in rule 8 hereunder.

#### **7. Eligibility for Grant of ACP grade Pay under the general ACP scheme.—**

- (1) Every Government servant covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the first ACP grade pay (given in column 4 of Part II of Schedule I in respect of the functional pay scale or pay structure of his post) if he has completed 10 years of regular satisfactory service and has not got any financial upgradation in these ten years with reference to the functional pay structure of the post to which he was recruited as a direct entrant. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/modification of the pay structure for the same post after 1.1.2006.
- (2) Every Government servant covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the second ACP grade pay (given in column 5 of Part II of Schedule I in respect of the functional pay scale or pay

structure of his post) if he has completed 20 years of regular satisfactory service and has not got any financial upgradation in the last ten years. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/modification of the pay structure for the same post after 1.1.2006.

- (3) Every Government servant covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the third ACP grade pay (given in column 6 of Part II of Schedule I in respect of the functional pay scale or pay structure of his post) if he has completed 30 years of regular satisfactory service and has not got any financial upgradation in the last ten years and has not got more than two financial upgradation so far. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/ modification of the pay structure for the same post after 1.1.2006.
- (4) In case of a Government servant who gets promoted, he will be considered for the next ACP grade pay after he completes 10 years of regular satisfactory service in the promotional post without any financial upgradation and will be entitled to the next ACP grade pay with reference to the grade pay of the promotional post he holds :

Provided that a Government servant shall not be entitled to avail ACP upgradation if, he has already availed of three financial upgradation of any kind in his career.

**Note.—** For the purpose of these rules, “regular satisfactory service” means continuous service counting towards seniority under Haryana Government, including continuous service in Punjab Government before re-organization, commencing from the date on which the Government servant joined his service after being recruited through the prescribed procedure or rules etc. for regular recruitment, in the cadre in which he is working at the time of being considered his eligibility for grant of ACP pay band and grade pay under these rules and further fulfilling all the requirements prescribed for determining the suitability of grant of ACP pay structure.

**Explanation.—** The ACP pay structure upgradation in the form of first ACP grade pay will come into play only if a Government servant has not got the benefit of at least one grade pay upgradation within the prescribed period of first 10 years. Similarly, the second and third ACP grade pays will come into play only if a Govt. servant does not get two upgradations after twenty years of service and three upgradations after thirty years of service. If within 10 years of service, the Government servant has already got at least one financial upgradation or within 20 years of service, the Government servant has already got atleast two financial upgradations, or within 30 years of service, the Government servant has already got at least three financial upgradations, benefit of these rules will not be extended to such employees save if otherwise provided in these rules.

#### **8. Other general conditions of eligibilities of ACP pay structure.—**

The following general conditions shall also be fulfilled by a Government servant for availing benefit of ACP :—

- (a) after completing the respective prescribed period for eligibility for the grant of ACP pay structure the Government servant should be fit to be promoted to the next higher post in the functional hierarchy in his cadre, but could not be



functionally promoted due to lack of vacancy in the promotional post in the hierarchy to which he is eligible to be promoted;

- (b) if such promotion involved passing of any departmental test or other test etc., such condition should also be fulfilled by such Government servant.

**9. Responsibility to be discharged etc.—**

On placement in the ACP pay structure, the Government servant shall continue to hold operational duties of his previous post held by him and will continue to hold the previous designation till such time as he is actually promoted to the higher post on the occurrence of a vacancy.

**10. Consequences of ACP pay structure etc.—**

Placement in the ACP pay structure will entitle only financial benefit of drawal of pay and dearness relief on pay in the ACP pay structure. The other entitlements including the entitlement generally dependent on the status of the employee shall continue to be determined with reference to his post on which he is working in the substantive capacity or to the functional pay structure of the post against which he was working substantively, before being granted the ACP pay structure.

**11. Grant of Assured Career Progression grade pays.—**

- (1) The rule 7 and 8 only prescribe eligibility conditions for placement in the relevant ACP pay structure and does not authorize automatic placement in ACP pay structure in which Government servant is eligible to be placed under these rules. The authority competent to grant promotion in case of a Government servant shall be required to pass suitable orders for grant of ACP pay structure under these rules, authorizing the placement of a Government servant in the appropriate ACP pay structure. Before passing such order :
  - (a) the authority competent shall ensure that if there is a Departmental Promotion Committee, such Committee should consider the cases for grant of ACP pay structure as if these were cases for determining the suitability for promotion and that its recommendations are considered in the manner as considered in case of functional promotions;
  - (b) the authority competent shall ensure that the conditions and provisions laid down in these rules or any other order/instructions etc. issued under these rules or otherwise with this purpose, are strictly adhered to;
  - (c) the authority competent shall ensure that the number of financial upgradations granted to a Government servant is counted with reference to the pay scale or pay structure of the post to which the Government servant was inducted as a direct recruit fresh entrant. For this purpose, each promotion, each grant of ACP grade pay or any other upgradation will be counted as one upgradation. The benefit of ACP shall not be extended to a Government servant if he has already availed three financial upgradations in his career by way of ACP or otherwise;
  - (d) the authority competent shall also ensure compliance with the provision of these rules or any other rules or instructions issued by Government;

**Explanation.—** The “authority competent” for the purpose of this rule would mean the authority competent in case of promotion for the respective categories of posts.

- (2) The ACP pay structure so granted shall be effective from the date it is due and not from the date on which the orders are issued by the competent authority, if the orders so issued by the competent authority has been issued on a date which is different from the due date of eligibility :

Provided that the Government servant shall draw his pay only after the orders for granting such pay structure are issued by the competent authority in the relevant ACP pay structure.

- (3) In case of Government servants who are drawing pay in a pay scale other than the functional pay scale of the post held by them on or before the date of notification of these rules, there shall be no need to pass any orders under the provisions of sub-rules (1) and (2) above and they shall be entitled to draw their pay in the ACP pay structure corresponding to the pay scale in which they are drawing their pay :

Provided that this deemed grant of ACP pay structure will not affect his entitlement for revised pay structure in which he will be placed as a consequence of application of these rules. Such Government servants shall be placed in the appropriate revised ACP pay structure as per their eligibility under these rules for the purposes of fixation of pay as a consequence of application of these rules.

## **12. Admissibility of stepping up in certain cases.—**

If the service rules provides for or circumstances warrant filling up of a post through direct recruitment as well as through promotion, benefit of stepping up of pay band and grade pay shall be admissible to the directly recruited senior Government servant if the junior promoted Government servant junior to him is drawing salary in higher pay band and grade pay on the basis of the benefit of ACP upgradation. However, the benefit of stepping up shall not be admissible to a promotee if he has already got three financial upgradation as provided under these rules in his service career.

## **13. Special entitlement for ACP scales.—**

Where the functional pay structure of the promotional post in the hierarchy is inferior to the ACP pay structure entitlement of the Government servant, had he not been promoted, as per his eligibility and entitlement on completion of prescribed length of service for the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> ACP pay structure entitlement, as the case may be, the Government servant shall be entitled to be placed in the 1<sup>st</sup> or 2<sup>nd</sup> or 3<sup>rd</sup> ACP pay structure, as the case may be, after completing the prescribed period of service for being placed in the 1<sup>st</sup> or 2<sup>nd</sup> or 3<sup>rd</sup> ACP pay structure :

Providing that such functional promotion to a post with such inferior pay structure shall not be counted as a financial upgradation for the purposes of these rules.

## **14. Ceasing of entitlement of ACP pay structure.—**

In case the Government servant chooses to forego any functional promotion on any ground whatsoever, while drawing his pay in any ACP pay structure with reference to him, he shall cease to be entitled to draw his pay in the ACP pay structure last granted to him and shall draw his pay in the pay band and grade pay he was drawing before the grant of the last ACP grade pay from the date of such forgoing of promotion.

**15. Scale of pay of posts.—**

The pay scale for the purpose of these rules for the Government servant shall be as under:—

- (a) The revised ACP pay structure in case of cadre specific ACP schemes shall be as mentioned in Part I of Schedule I :
- (b) The revised pay structure in case of General ACP scheme shall be as specified in Part II of Schedule I :

Provided that in case of the posts for which the functional pay scales have been revised before pay revision through the Haryana Civil Services (Revised Pay) Rules, 2008, the so revised scales shall be considered as the functional scales of those posts for the purpose of this rule.

**16. Drawal of pay in revised ACP structure.—**

- (1) Save as otherwise provided in these rules, a Government servant shall draw pay in the revised ACP pay structure, that is in ACP-I or ACP-II or ACP-III, as applicable in his case :

Provided that a Government servant may elect to continue to draw pay in the present pay scale until the date on which he earns his next or any subsequent increment in the existing pay scale or until he vacates his post or ceases to draw pay in that pay scale :

Provided further that if the Government servant elects to draw his pay in the present pay scale as per the provisions of these rules, he will continue to draw his pay in the present pay scale as per the terms and conditions prescribed for drawal of pay for the present pay scale and that none of the provisions under these rules or under the Haryana Civil Services (Revised Pay) Rules, 2008, shall be applicable to such Government servants till the time they opt to be governed by or are brought under either of these two rules.

**Explanation.—** The option to retain the present scale under the proviso of this rule shall be admissible in respect of only one scale out of the present scale(s) or existing scale(s).

**17. Exercise of option.—**

- (1) The option under the proviso to rules 16 shall be exercised in writing in the form appended to the Schedule II so as to reach the authority mentioned in sub-rule (2) within three months of the date of notification of these rules :

Provided that in the case of Government servant who is on the date of such publication on leave or on deputation or on foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in the Government or on the expiry of the sanctioned leave, whichever is earlier :

Provided further that where a Government servant is under suspension on the date of publication of these rules or, as the case may be, on the date of such order the option may be exercised within three months of the date of his return to his duty.

- (2) The option shall be intimated by the Government servant to the Head of his office.
- (3) If the intimation regarding option is not received within the time mentioned in sub-rule (1), the Government servant shall be deemed to have elected to be governed by the revised ACP pay structure on and from the 1<sup>st</sup> day of January, 2006.
- (4) The option once exercised shall be final.

**Note 1.—** Persons whose services were terminated on or after the 1<sup>st</sup> January, 2006 and who can not exercise the option within the prescribed time limit on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceeding, are entitled to the benefit of this rule:

**Note 2.—** Persons who have died on or after the 1<sup>st</sup> day of January, 2006, and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1<sup>st</sup> day of January, 2006, or such later date as is most beneficial to their dependents, if the revised pay structure is more favourable and in such cases, necessary action for payment of arrears should be taken by the Head of Office.

#### **18. Fixation of initial pay in the revised ACP pay structure.—**

The initial pay of a Government servant who elects or is deemed to have elected under sub-rule (3) of rule 17 to be governed by the revised ACP pay structure on and from the 1<sup>st</sup> day of January, 2006, shall, unless in any case the Government by special order otherwise directs, be fixed in the revised ACP pay structure depending upon his eligibility in the following manner, namely:—

##### **(A) in case of all employees covered under ACP scheme:**

- (a) for employees covered under cadre specific ACP scheme —
  - (i) the pay in the ACP pay band/ pay structure will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10;
  - (ii) if the minimum of the revised ACP pay band/ pay structure is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised ACP pay band/ pay structure and grade;
- (b) for employees covered under general ACP scheme
  - (i) in case of Government servants who are drawing pay in a pay scale other than the functional pay of the post held by them (ACP scale) on or before of the date of the notification of these rules, their pay shall be fixed in the functional pay band of the post held by them by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of 10. The grade pay corresponding to the existing ACP pay scale will be payable in addition;

- (ii) if the minimum of the revised ACP pay band/pay structure is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised ACP pay band/pay structure and grade pay :

**Provided that.—**

- (i) where, in the fixation of pay, the pay of Government servants drawing pay at two or more consecutive stages in present scale gets bunched, that is to say, gets fixed in the revised ACP pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running ACP pay bands. For the purpose, the increment will be calculated on the pay in the ACP pay band. Grade Pay would not be taken into account for the purpose of granting increments to alleviate bunching.
- (ii) in the case of pay scales in higher administrative grade (HAG) in the pay band PB-4, benefit of increments due to bunching shall be given taking into account all the stages in different pay scales in this grade.
- (iii) if by stepping up of the pay as above, the pay of a Government servant gets fixed at a stage in the revised ACP pay band/ pay structure (where applicable) which is higher than the stage in the revised ACP pay band at which the pay of a Government servant who was drawing pay at the next higher stage or stages in the same present scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.
- (iv) the pay in the ACP pay band will be determined in the above manner. In addition to the pay in the ACP pay band, grade pay corresponding to the existing pay structure will be admissible.

**Note.—** Illustration 1 to 4 provided in the Explanatory Memorandum to these rules explains the above.

- (B)** in the case of employees who are in receipt of special pay/allowance in addition to pay in the present scale which has been recommended for replacement by a pay band and grade pay without any special pay/allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of (A) above :
- (C)** in the case of employees who are in receipt of special pay component with any other nomenclature in addition to pay in the present scales, such as personal pay for promoting small family norms, etc., and in whose case the same has been replaced in the revised structure with corresponding allowance/pay at the same rate or at a different rate, the pay in the revised structure shall be fixed in accordance with the provisions of clause (A) above. In such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised structure of pay from the date specified in the relevant notifications related to these allowances;
- (D)** in the case of medical officers who are in receipt of Non Practicing Allowance (NPA), the pay in the revised pay structure shall be fixed in accordance with the provisions of clause (A). above except that, in such cases, the pre-revised dearness allowance appropriate to the non practicing allowance (excluding dearness pay component on NPA) admissible at index average 536 (1982=100) shall be added while fixing the pay in the revised pay band;

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- Note 1.—** A Government servant who is on leave on the 1<sup>st</sup> day of January, 2006, and is entitled to leave salary shall become entitled to pay in the revised pay structure from 1.1.2006 or the date of option for the revised pay structure. Similarly, where a Government servant is on study leave on the first day of January, 2006, he will be entitled to the benefits under these rules from 1.1.2006 or the date of option.
- Note 2.—** Where a post has been upgraded as indicated in column (4) of Schedule I Part I of these rules, the fixation of pay in the applicable pay band will be done in the manner prescribed in accordance with clause (A) (i) and (ii) of rule 18 by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of 10. The grade pay corresponding to the upgrade scale as indicated in column 5 of Schedule 1 Part I of these rules will be payable in addition. **Illustration 5** in this regard is in Explanatory Memorandum to these rules.
- Note 3.—** In case of Government servant under suspension, he shall continue to draw subsistence allowance based on present scale of pay and his pay in the revised structure of pay will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.
- Note 4.—** Where the 'existing emoluments' exceed the revised emoluments in the case of any Government servant, the difference shall be allowed as personal pay to be absorbed in future increases in pay.
- Note 5.—** Where in the fixation of pay under sub-rule (1), the pay of a Government servant, who, in the present scale was drawing immediately before the 1<sup>st</sup> day of January, 2006, more pay than another Government servant junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay band as that of the junior.
- Note 6.—** Where a Government servant is in receipt of personal pay on the 1<sup>st</sup> day of January, 2006, which together with his existing emoluments exceeds the revised emoluments, then, the **difference** representing such excess shall be allowed to such Government servant as personal pay to be absorbed in future increases in pay.
- Note 7.—** In case where a senior Government servant has moved into first, second or third ACP pay structure, as the case may be, before the 1<sup>st</sup> day of January, 2006 and draws less pay in the **revised** pay structure than his junior who moves into the same entitled first, second or third ACP pay structure on or after the 1<sup>st</sup> day of January, 2006, the pay in the pay band of the senior Government servant should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that ACP pay structure. The stepping up should be done with effect from the date on which the junior Government servant moved into the same ACP pay structure subject to the fulfillment of the following conditions, namely:-
- (a) both the junior and the senior Government servants should belong to the same cadre and the ACP pay band in which they have been moved should be same and in the same cadre;
  - (b) the present scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be same;

- (c) the senior Government servants at the time he moved into the first, second or third ACP pay band, as the case may be, should have been drawing equal or more pay than the junior.

The order relating to re-fixation of the pay of the senior officer in accordance with the above provisions should be issued under these rules and the senior officer will be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

**Note.—** The placement in the first, second or third ACP pay structure, as the case may be, does not amount to a functional promotion and, therefore, the presumption of higher responsibility cannot be taken in such placements in the ACP pay structure. However, still the benefit of fixation of pay corresponding to the placement in the higher pay structure as a consequence of promotion that is presuming the higher responsibility shall be extended at the stage of fixation of pay in the first, second or third ACP pay structure, as the case may be. Therefore, if the grade pay of the promotional post and the ACP pay structure in which the Government servant is drawing his pay prior to the promotion are identical, his pay will not again be fixed in the functional pay structure of the promotional post which is identical to the ACP pay structure in which he was drawing his pay before promotion. He will continue to draw his salary at the same stage and his date of increment will also continue to be the same as before the promotion.

**19. Rate of increment in the revised ACP pay structure.—**

The rate of increment in the revised ACP pay structure will be 3% of the sum of the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band. Illustration 6 in this regard is in the Explanatory Memorandum of these rules.

**20. Date of next increment in the revised pay structure.—**

There will be a uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Employees completing 6 months and above in the revised ACP pay structure as on 1<sup>st</sup> of July will be eligible to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised ACP pay structure will be granted on 1.7.2006 for those employees for whom the date of next increment was between 1<sup>st</sup> July, 2006 to 1<sup>st</sup> January, 2007 :

Provided that in the case of persons who had been drawing maximum of the present scale for more than a year as on the 1<sup>st</sup> day of January, 2006, the next increment in the revised ACP pay structure shall be allowed on the 1<sup>st</sup> day of January, 2006. Thereafter, the provision of rule 17 would apply:

Provided further that in cases where an employee reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, he will continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4, after which no further increments will be granted.

**21. Fixation of pay in the revised ACP pay structure subsequent to the 1st day of January, 2006.—**

Where a Government servant continues to draw his pay in the present scale and is brought over to the revised ACP pay structure from a date later than the 1<sup>st</sup> day of January, 2006, his pay from the later date in the revised ACP pay structure shall be fixed in the following manner:-

Pay in the pay band will be fixed by adding the basic pay applicable on the later date, the dearness pay applicable on that date and the pre-revised dearness allowance based on rates applicable as on 1.1.2006. This figure will be rounded off to the next multiple of 10 and will then become the pay in the applicable pay band. In addition to this, the grade pay corresponding to the pre-revised pay scale will be applicable. Where the Government servant is in receipt of special pay or non-practicing allowance, the methodology followed will be as prescribed in rule 18 (A), (B), (C), (D) as applicable, except that the basic pay and dearness pay to be taken into account will be the basic pay and dearness pay applicable as on that date but dearness allowance will be calculated as per rates applicable on 1.1.2006.

**22. Fixation of pay on placing in ACP pay structure on or after 1.1.2006.—**

- (1) In the case of moving from one grade pay to another in the revised ACP pay structure, the fixation will be done as follows :—

One increment equal to 3% of the pay in the ACP pay band and the existing be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay corresponding to the immediate next higher present pay scale will thereafter be granted in addition to this pay in the ACP pay band. In cases where ACP involves change in the pay in the ACP pay band after adding the increment is less than the minimum of the higher ACP pay band to which ACP is taking place, pay in the ACP pay band will be stepped up to such minimum.

- (2) On upgradation in ACP pay structure from one grade pay to another, a Government servant has an option under CSR to get his pay fixed in the immediate higher grade pay either from the date of his upgradation in ACP pay structure, or from date of his next increment, viz. 1<sup>st</sup> July of the years. The pay will be fixed in the following manner in the revised ACP pay structure:—

- (i) In case the Government servant opts to get his pay fixed from his date of next increment, then, on the date of upgradation in ACP pay structure, pay in the pay band shall continue unchanged, but the grade pay of the higher ACP pay structure will be granted. Further re-fixation will be done on the date of his next increment i.e. 1<sup>st</sup> July. On that day, he will be granted two increments; one annual increment and the second on account of upgradation in ACP pay structure. While computing these two increments, basic pay prior to the date of upgradation in ACP pay structure shall be taken into account. To illustrate, if the basic pay prior to the date of upgradation in ACP pay structure was Rs. 100, first increment would be computed on Rs. 100 and the second on Rs. 103.
- (ii) In case the Government servant opts to get his pay fixed in the higher grade from the date of his upgradation in ACP pay structure, he shall get his first increment in the higher grade on the next 1<sup>st</sup> July if he was upgraded in ACP pay structure between 2<sup>nd</sup> July and 1<sup>st</sup> January. However, if he was upgraded in ACP pay structure between 2<sup>nd</sup> January and 30<sup>th</sup> June of a particular year, he shall get his increment on 1<sup>st</sup> July of next year.

**23. Mode of payment of arrears of pay.—**

The arrears shall be paid in cash in two installments. The first installment should be restricted to 40% of the total arrears. The remaining 60% of arrears should be paid during the next financial year.



**Explanation.—** For the purposes of this rule —

- (a) “arrears of pay” in relation to a Government servant means the difference between:

the aggregate of the pay and allowances to which he is entitled on account of the revision of his pay and allowances under these rules, for the relevant period. Revised allowances (except for dearness allowance and non-practicing allowance) will be payable only with effect from 01.01.2009 the aggregate of the pay and allowance to which he would have been entitled (whether such pay and allowances had been received or not) for that period had his pay and allowances not been so revised;

- (b) “relevant period” means the period commencing on the 1<sup>st</sup> day of January, 2006 and ending with the 31.12.2008.

**24. Overriding effect of rules.—**

The provisions of CSR or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

**25. Power of relax.—**

Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**Note.—** The relaxation so granted under this rule shall be deemed to have been given depending upon the merit of such class and categories of Government servant and, therefore, will not amount to any discrimination with other class and categories of Government servant.

**26. Power to make addition or deletion etc.—**

Where the Government is satisfied that there is a necessity to make any addition or delete any class or categories of posts or change temporarily in the Schedule to these rules, the Government will be competent to add or delete or change such conditions. The provisions of these rules will apply on such additions or deletions or changes as the Government may direct by specific orders or in the absence of that all the provisions of these rules shall apply as if the changes were made.

**27. Interpretation.—**

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government for decision.

**28. Residuary provisions.—**

In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government will prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government under this rule shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such additional conditions and such additional conditions shall be deemed to be the part of these rules.

**Schedule - I****Part - I****[see rules 2 (1), 3(a), 4, 6, 15 (a) and 18(D) Note.2]**

Sr. No	Name of the Post/ Cadre	Existing Scheme	Pre-revised / modified pay scale	Revised ACP pay structure		
				Pay Band	Pay Band Code	Grade Pay
1	2	3	4	5		
1.	<b>HCS (Ex. Br.)</b>	(i) 8000-13500 (entry level scale)		(i) 15600-39100 (entry level pay band)	PB-3	5400
		(ii) 10000-13900 (after 5 years of regular satisfactory service)	No Change	(ii) 15600-39100 (after 5 years of regular satisfactory service)	PB-3	6000
		(iii) 12000-16500 (after 10 years of regular satisfactory service limited to 30% of the cadre post)	No Change	(iii) 15600-39100 (after 10 years of regular satisfactory service limited to 30% of the cadre post)	PB-3	7600
		(iv) 14300-18300 (after 15 years of regular satisfactory service limited to 15% of the cadre post)	No Change	(iv) 37400-67000 (after 15 years of regular satisfactory service limited to 20% of the cadre post)	PB-4	8700
2.	<b>HPS (Deputy Superintendent of Police)</b>	(i) 8000-13500 (entry level scale)	No Change	(i) 9300-34800 (entry level pay band)	PB-2	5400
		(ii) 10000-13900 (after 5 years of regular satisfactory service)	No Change	(ii) 15600-39100 (after 5 years of regular satisfactory service)	PB-3	6000
		(iii) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	No Change	(iii) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	PB-3	7600
		(iv) 13500-17250 (For those who have completed 16 years of regular satisfactory services in the cadre limited to 10% of the cadre post)	14300-18300 (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post)	(iv) 37400-67000 (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post assuming pre-revised upgradation to 14300-18300 on completion of 17 years of regular satisfactory service)	PB-4	8700

1	2	3	4	5		
3.	<b>Excise and Taxation Officer</b>	(i) 8000-13500 (entry level scale)	No Change	(i) 9300-34800 (entry level pay band)	PB-2	5400
		(ii) 10000-13900 (Sr. Scale) (after 7 years of regular satisfactory service)	No Change	(ii) 15600-39100 (Sr. Scale) (after 7 years of regular satisfactory service)	PB-3	6000
		(iv) 14300-18300 (Super time Scale) (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post)	No Change	(iv) 37400-67000 (Super time Scale) (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post)	PB-4	8700
4.	<b>Haryana Civil Medical Services</b>					
	<b>(i) Medical Officers</b>	(a) 8000-13500 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	5400
		(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No Change	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
		(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the post of M.O. in the cadre).	No Change	(c) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the post of M.O. in the cadre).	PB-3	7600
	<b>(ii) SMOs/ Medical Supdts./ Dy. Directors/ District Programme Officers</b>	(a) 10000-13900 (existing pay scale)	12000-16500	(a) 15600-39100	PB-3	7600
(b) 12000-16500 (To such SMOs/ Medical Supdts./ Dy. Directors/ District Programme Officers who have completed 11 yrs of regular satisfactory service or more as MOs and above and to such SMOs who are direct recruits and have completed 3 yrs of regular satisfactory service or more as such)		13500-17250	(b) 15600-39100 (To such SMOs/ Medical Supdts./Dy. Directors/ District Programme Officers who have completed 11 yrs of regular satisfactory service or more as MOs and above and to such SMOs who are direct recruits and have completed 3 yrs of regular satisfactory service or more as such)	PB-3	8000	

1	2	3	4	5		
5.	<b>Haryana Dental Services</b>					
	<b>(i) Dental Surgeon</b>	(a) 8000-13500 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	5400
		(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No Change	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
		(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	No Change	(c) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	PB-3	7600
	<b>(ii) Senior Dental Surgeon</b>	(a) 10000-13900 (Existing pay scale)	12000-16500	(a) 15600-39100	PB-3	7600
		No Specific ACP Scheme is operational now.		(b) 15600-39100 (To such Sr. Dental Surgeon/ Dental Surgeon who have completed 11 yrs of regular satisfactory service or more as Dental Surgeon and above and to such Sr. Dental Surgeon who are direct recruits and have completed 3 yrs of regular satisfactory service or more as such)	PB-3	8000
6.	<b>Ayush Doctors AMO/ HMO/UMO</b>	7500-12000 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	4800
		No Specific ACP Scheme is operational now.	8000-13500 (after 7 years of regular satisfactory service in the cadre)	(b) 9300-34800 (after 7 years of regular satisfactory service in the cadre)	PB-2	5400
			10000-13900 (after 12 years of regular satisfactory service limited to 20% of the cadre post)	(c) 15600-39100 (after 12 years of regular satisfactory service limited to 20% of the cadre post)	PB-3	6000
7.	<b>Haryana Veterinary Services</b>	(a) 8000-13500 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	5400
		(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No Change	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
		(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	No Change	(c) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	PB-3	7600

1	2	3	4	5		
8.	<b>Haryana Engineering Services</b>					
	<b>(i) AE/ SDE in three PWDs</b>	(a) 8000-13500 (existing pay scale)	No Change	(a) 9300-34800 (existing pay band)	PB-2	5400
		(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No Change	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
		(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post).	No Change	(c) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post).	PB-3	7600
	<b>(ii) AEE in three PWDs</b>	(a) 8000-13500 (entry level pay scale)	No Change	(a) 15600-39100 (entry level pay band)	PB-2	5400
		(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No Change	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
		(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post).	No Change	(c) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post).	PB-3	7600
	<b>(iii) XEN in three PWDs</b>	(a) 10000-13900	No Change	(a) 15600-39100	PB-3	6000
		(b) 12000-16500 (for such XENs who have completed 11 years of regular satisfactory service or more as SDEs/ AEs and above)	No Change	(b) 15600-39100 (for such XENs who have completed 11 years of regular satisfactory service or more as SDEs / AEs and above)	PB-3	7600
	<b>(iv) Superintending Engineer in three PWDs</b>	(a) 13500-17250	No Change	(a) 15600-39100	PB-3	8000
		(b) 14300-18300 (For S.Es. who have completed 13 years of regular satisfactory service as XEN and above.)	No Change	(b) 37400-67000 (For S.Es. who have completed 13 years of regular satisfactory service as XEN and above.)	PB-4	8700
	<b>(v) SDE in Panchayati Raj Department (Engineering Wing)</b>	(a) 8000-13500 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	5400
		No Specific ACP Scheme is operational now.	10000-13900 (after 5 years of regular satisfactory service in the cadre)	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000

1	2	3	4	5		
			12000-16500 (After 11 years of regular satisfactory service limited to 20% of the cadre post)	(c) 15600-39100 (After 11 years of regular satisfactory service limited to 20% of the cadre post).	PB-3	7600
	<b>(vi) XEN in Panchayati Raj Department (Engineering Wing)</b>	(a) 10000-13900	No Change	(a) 15600-39100	PB-3	6000
		No specific ACP scheme is operational now.	12000-16500 (for such XENs who have completed 11 years of regular satisfactory service or more as SDEs and above)	(b) 15600-39100 (for such XENs who have completed 11 years of regular satisfactory services or more as SDEs and above)	PB-3	7600
	<b>(vii) Superintending Engineer in Panchayati Raj Department (Engineering Wing)</b>	(a) 13500-17250	No Change	(a) 15600-39100	PB-3	8000
		(b) 14300-18300 (For S.Es. who have completed 13 years of regular satisfactory service as XEN and above.)	No Change	(b) 37400-67000 (For S.Es. who have completed 13 years of regular satisfactory service as XEN and above.)	PB-4	8700
	<b>(viii) Assistant Architect in Architecture Department</b>	8000-13500 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	5400
		No Specific ACP Scheme is operational now	10000-13900 (after 5 years of regular satisfactory service in the cadre)	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
			12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	(c) 15600-39100 (After 11 years of regular satisfactory service limited to 20% of the cadre post).	PB-3	7600
	<b>(ix) Architect in Architecture Department</b>	10000-13900	No Change	(i) 15600-39100	PB-3	6000
		No Specific ACP Scheme is operational now	12000-16500 (for such Architect who have completed 11 years of regular satisfactory services or more as Asstt. Architect and above)	(ii) 15600-39100 (For such Architect who have completed 11 years of regular satisfactory services or more as Asstt. Architect and above)	PB-3	7600

1	2	3	4	5		
	<b>(x) Sr. Architect in the Architecture Department</b>	(a) 13500-17250	No Change	(a) 15600-39100	PB-3	8000
		(b) 14300-18300 (For those Sr. Architect who have completed 13 years of regular satisfactory service as Architect and above)	No Change	(b) 37400-67000 (For those Sr. Architect who have completed 13 years of regular satisfactory service as Architect and above)	PB-4	8700
	<b>(xi) ATP in Town and Country Planning Department</b>	8000-13500 (entry level pay scale)	No Change	(a) 15600-39100 (entry level pay band)	PB-3	5400
		No Specific ACP Scheme is operational now.	10000-13900 (after 5 years of regular satisfactory service in the cadre)	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
			12000-16500 (After 11 years of regular satisfactory service limited to 20% of the cadre post).	(c) 15600-39100 (After 11 years of regular satisfactory service limited to 20% of the cadre post).	PB-3	7600
	<b>(xii) DTP in Town and Country Planning Department</b>	(a) 10000-13900	No Change	(a) 15600-39100	PB-3	6000
		(b) 10000-15200 (existing selection grade pay scale)  (This selection grade will be provided to 20% of the posts of DTPs sanctioned at any point of time).	(12000-16500 pre-revised upgraded pay scale for such DTP's who have completed 11 yrs of regular satisfactory service or more as ATP and above)  Note: - The existing selection grade for DTP's is discontinue	(b) 15600-39100  (For such DTP's who have completed 11 yrs. of regular satisfactory service or more as ATP and above).	PB-3	7600
	<b>(xiii) STP in Town and Country Planning Department</b>	(a) 13500-17250	No Change	(a) 15600-39100	PB-3	8000
		(b) 14300-18300  (applicable to STPs who have rendered 13 years of regular satisfactory services as DTP and above)	No Change	(b) 37400-67000  (applicable to STPs who have rendered 13 years of regular satisfactory services as DTP and above)	PB-4	8700

1	2	3	4	5		
9.	<b>Senior Staff Officer and Distt. Commandant in Home Guard Department</b>	(a) Sr. Staff Officer (10000-13900)	No Change	(a) 15600-39100	PB-3	6000
		(b) Distt. Commandant (8000-13500)	No Change	(b) 9300-34800	PB-2	5400
		(c) 12000-16500 (To those Sr. Staff Officer and District Commandants who have completed at least 11 years of regular satisfactory service as commandant and above and limited to 20% of the Combined cadre of Sr. Staff Officers and District Commandants)	No Change	(c) 15600-39100 (To those Sr. Staff Officer and District Commandants who have completed at least 11 years of regular satisfactory service as commandant and above and limited to 20% of the Combined cadre of Sr. Staff Officers and District Commandants)	PB-3	7600
10.	<b>Junior Engineer in Three wings of PWD, Panchayati Raj and Town and Country Planning Departments</b>	(a) 5500-9000 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	3600
		(b) 6500-9900 (on completion of 10 yrs regular satisfactory service)	No Change	(b) 9300-34800 (on completion of 10 yrs regular satisfactory service)	PB-2	4000
		(c) 7500-13000 (on completion of 18 yrs. regular satisfactory service with changed designation of Addl. SDE) except JE in Panchayati Raj and Town and Country Planning Department	No Change	(c) 9300-34800 (on completion of 18 yrs. regular satisfactory service with changed designation of Addl. SDE)	PB-2	5200



**Schedule - I****Part - II****[See rules 3 (g), (s), (v), 5, 7 and 15 (b) ]**

Sr. No.	Functional Pay scale to the post as on 31.12.05 on which the Government servant was recruited/ promoted	Corresponding Pay Band and Grade Pay			Revised ACP Pay Structure		
		Pay Band No.	Pay Band	Grade Pay	First Assured Career Progression Grade Pay	Second Assured career Progression Grade Pay	Third Assured Career Progression Grade Pay
1	2	3			4	5	6
1.	2550-55-2660-EB-60-3200	-1S	4440-7440	1300	1650	1800	1900
2.	2610-60-3150-EB-65-3540	-1S	4440-7440	1400	1650	1800	1900
3.	2650-65-3300-EB-70-4000	-1S	4440-7440	1650	1800	2400	3200
4.	3050-75-3950-EB-80-4350	PB-1	5200-20200	1800	2400	3200	3300
5.	3050-75-3950-EB-80-4590	PB-1	5200-20200	1900	2400	3200	3300
6.	3050-85-4325-EB-100-5325	PB-1	5200-20200	1950	2400	3200	3300
7.	3200-85-3880-EB-85-4900	PB-1	5200-20200	2000	2400	3200	3300
8.	4000-100-4800-EB-100-6000	PB-1	5200-20200	2400	3200	3300	3600
9.	4400-100-5200-EB-100-6000	PB-1	5200-20200	2500	3200	3300	3600
10.	4500-125-6000-EB-125-7000	PB-1	5200-20200	2800	3200	3300	3600
11.	5000-150-7100-EB-150-7850	PB-2	9300-34800	3200	3300	3600	4000
12.	5450-150-6950-EB-150-8000	PB-2	9300-34800	3300	3600	4000	4200
13.	5500-175-8300-EB-175-9000	PB-2	9300-34800	3600	4000	4200	4600
14.	6500-200-8500-EB-200-9900	PB-2	9300-34800	4000	4200	4600	4800
15.	6500-200-8500-EB-200-10500	PB-2	9300-34800	4200	4600	4800	5400
16.	7450-225-9025-EB-225-11500	PB-2	9300-34800	4600	4800	5400	6000
17.	7500-250-10000-EB-250-12000	PB-2	9300-34800	4800	5400	6000	6400
18.	8000-275-10200-EB-275-13500	PB-2	9300-34800	5400	6000	6400	6600
19.	10000-325-13900	PB-3	15600-39100	6000	6400	6600	7600
20.	10000-325-15200	PB-3	15600-39100	6400	6600	7600	8000
21.	10650-325-15850	PB-3	15600-39100	6600	7600	8000	8700
22.	12000-375-16500	PB-3	15600-39100	7600	8000	8700	8800
23.	13500-375-17250	PB-3	15600-39100	8000	8700	8800	8900
24.	14300-400-18300	PB-4	37400-67000	8700	8800	8900	9500
25.	15100-400-18300	PB-4	37400-67000	8800	8900	9500	9800
26.	16400-450-20000	PB-4	37400-67000	8900	9500	9800	10000
27.	16400-450-20900	PB-4	37400-67000	9500	9800	10000	12000
28.	18400-500-20400	PB-4	37400-67000	9800	10000	12000	No Change
29.	18400-500-22400	PB-4	37400-67000	10000	12000	No Change	No Change
30.	22400-525-24500	PB-4	37400-67000	12000	No Change	No Change	No Change

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**SCHEDULE - II**  
**Form of Option**  
**[See rule 17(1)]**

\* (i) I \_\_\_\_\_ hereby elect the revised pay structure with effect from 1<sup>st</sup> January, 2006.

\* (ii) I \_\_\_\_\_ hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until:

\* the date of my next increment;

the date of my subsequent increment raising my pay to Rs. \_\_\_\_\_;

I vacate or cease to draw pay in the existing scale;

the date of my promotion to \_\_\_\_\_

Present Scale \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

Date:

Station:

\* To be scored out, if not applicable.

**MEMORANDUM EXPLANATORY TO THE HARYANA CIVIL SERVICES  
(ASSURED CAREER PROGRESSION) RULES, 2008**

**Rule 1.** This rule is self explanatory.

The objective of this rule is to provide two kinds of Assured Career Progression Scheme namely :—

- (1) Cadre Specific Assured Career Progression Scheme for certain categories of employees/cadres.
- (2) General Assured Career Progression Scheme for all other group A, B, C and D employees of Haryana Government who are not covered under scheme (1).
- (3) The object is that in case of stagnation i.e. in the absence of promotion for a certain years of service, the employee will move to the 1st, 2nd and 3rd ACP structure of pay though he shall continue to discharge the same responsibility. Functionally, therefore, this movement shall not amount to a promotion and the objective of this scheme is to offset the financial stagnation as a consequence of non-availability or non requirement of functional promotion posts. These rules have been framed so that this facility is available to all the employees equally under equal circumstances. The classification, therefore, is based on the principle that one requires reasonable financial up-gradations at different stages of his career if the requirements do not allow him an opportunity of functional promotion and consequential financial upgradation due to non availability of functional promotional avenues.

The problem of stagnation was widely recognized throughout the country in Government employments. It was felt that to keep the level of motivation of the employees at a satisfactory level it is required that this general problem of lack of promotional avenues and thereby lack of financial advantages should be addressed to adequately.

The entire scheme of Assured Career Progression is about granting a person pay upgradation, when functional considerations do not permit his to rise in the hierarchy. He continues to perform the same job as before but moves into the prescribed higher pay band and grade pay, subject to his eligibility. The idea here is the basic one that reasonable financial upgradation at different stages of his career can be provided in the absence of opportunity of functional promotion. The effort of these rules are to relieve stagnation without unduly upsetting the hierarchy. Thus, the State Government employee of group A, B, C and D shall be covered under this scheme in following manner :-

- (i) The scheme will provide opportunities of financial upgradation to employees on completion of 10, 20 and 30 years of services, if they have not got promotion during previous 10 years of service. For this purpose, every employee's service record may be reviewed on completion of 10, 20 and 30 years. If on these landmarks of career, it is found that they have not been promoted in the last 10 years, then they may be given financial upgradation in the form of conferring the next available grade pay. The admissible grade pay is to be followed as per Table-13 of this report.

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- (ii) When an employee gets promoted, for the purpose of admissibility of ACP subsequent to the promotion, his service in the promoted cadre/post will be taken into consideration to determine if he has stagnated at that stage. For example, if a peon gets promoted as clerk, his case will be reviewed after 10, 20 and 30 years as clerk and ACP will be given with reference to the pay scale of clerk.
  - (iii) As per General ACP Scheme, an employee can get a maximum of three ACPs in his career. This means, if the employee has got ACP upgradation in the post in which he was initially recruited, then in the promotional post, the number of ACPs will be reduced after adjusting the number of ACPs he got in the post of his initial recruitment. However, direct recruitment to a higher post will not debar for the entitlement of ACP Scheme. An employee initially appointed to a lower post and subsequently appointed to a higher post through direct recruitment or limited competition of existing employee will also be entitled to full range of ACP.

The ACP scheme through these rules provides for the following:

- (i) every employees recruited in a particular grade pay shall be allowed to move to his respective and specific higher grade pay on completion of specified period of residency in the lower pay band and grade pay, with reference to the pay band and grade pay or post in a pay band and grade pay, to which he was recruited as a direct recruited fresh entrant.
- (ii) on placement in next higher grade pay, the incumbent shall continue to perform duties of his original posts and will continue to hold the old designation till such time as he is actually promoted to the higher grade pay on the occurrence of a vacancy.
- (iii) placement in higher grade pay will entail only the financial benefits.
- (iv) the number of financial up-gradations to be given shall be counted from the grade where an employee was inducted on direct recruitment basis. The number of financial up-gradations shall be strictly adhered to and there shall be no additional financial upgradation for a senior employee on the ground that a junior employee in the pay band and grade pay got higher pay band and grade pay under this scheme, if both the senior and junior are not subject to identical circumstances.

The present scheme provides for following distinguishing features:-

- (i) the classification is based on the differentiation distinguishing the direct recruits in a lower pay band and grade pay and the direct recruits in a higher pay band and grade pay. Further it differentiates Government servants based on the length of service. For example a suitably eligible employee in a lower pay band and grade pay may be granted the higher pay band and grade pay after completing 10, 20 and 30 years of service while he still continues functionally holding the same post on which he was recruited. He may, therefore, actually be placed in a higher grade pay after completion of 20 or 30 years of service, as the case may be, in the lower

post than the pay band and grade pay prescribed for the next promotional post in the hierarchy. But he constitutes a different class and category of employees recruited directly against such higher post, which is the next promotional post for the post on which an employee has been granted the benefit of ACP pay structure under these rules, based on a different principle.

- (ii) the objective sought is to compensate financially an employee who is stagnating without any promotion in a lower post in cases for example for 10,20 and 30 years. There is no functional requirement for creating posts in the higher hierarchy for all such employees. Therefore, they are being allowed a higher grade pay in compensation. The classification explained in (i) above meets this objective and, therefore, is having a rational relation to the object sought to be achieved by these rules.

**Rule 2.** This rule lays down the categories of employees of whom the rules apply. Except for the categories excluded under sub-rule (2) of this rule, the rules are applicable to all Government servants appointed under the rule making power of the Government servants appointed under the rule making power of the Government of Haryana serving in connection with the affairs of Government of Haryana and whose pay is debit to the consolidated fund of the State of Haryana.

**Rule 3.** This rule is self explanatory.

Further, wherever the terms defined under this rule are mentioned in these rules or in any other rules/instructions/orders/notifications etc. issued in connection with these rules, definitions as prescribed under this rule is to be taken as the meaning of such terms unless specifically a different definition is prescribed for such terms to be taken as meaning for and in these rules or, as the case may be, in any other rules/instructions/orders/notifications etc.

**Rule 4.** This rule is self explanatory.

**Rule 5.** This rule is self explanatory.

**Rule 6.** This rule is self explanatory.

**Rule 7 & 8.** These rules are self explanatory.

It lays down the conditions which are essential to be met by a Government servant to be eligible for grant of the benefit under these rules.

**Rule 9 & 10.** These rules are self explanatory.

The objective of grant of ACP pay structure is only limited to offset financial consequences of stagnation. No other benefit in any way or in any manner is to be extended to the Government servant.

**Rule 11.** This rule is self explanatory.

The rule lays down the authorisation of grant of the benefit to be extended under these rules. It further exempts the categories of Government servants who have already been extended the corresponding benefit in the past. In case of such Government servants the eligibility is not to be assessed afresh or a formal order granting the benefit is not to be passed separately. However, for the purposes of providing and placing in the revised pay scales and for all other purposes under these rules they shall be governed by the conditions laid down in this rule.

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**Rule 12.** This rule is self explanatory.

**Rule 13.** This rule is self explanatory.

The rule aims at removing the distortions which may crop up in isolated cases where if the employee had not been promoted, he would have been entitled to better financial benefits.

**Rule 14.** This rule is self explanatory.

The rule provides that the benefit of these rules are not granted as a matter of right, rather it is granted as a consequence of non-availability of posts in the hierarchy for such Government servants to be promoted against and as a consequence to get the financial upgradation based on the concept of responsibility and status. Therefore, after having taken the benefit as a consequence of non-availability if adequate number of posts in the promotional hierarchy, if some body foregoes the promotion and thereby refuses to shoulder higher responsibility, he is not entitled for the benefit of these rules.

**Rule 15.** The rule is self explanatory.

**Rule 16.** The rule is self explanatory.

**Rule 17.** This rule prescribes the manner in which option has to be exercised and also the authority who should be apprised of such option. The option has to be exercised on the appropriate proforma appended to the rule. It should further be noted that it is not sufficient for a Government servant to exercise the option within the specified time limit, but also to ensure that it reaches the prescribed authority within the time limit officially and in writing on the prescribed proforma. In the case of persons who are on leave or on deputation or on foreign service at the time these rules are notified, the period within which the option has to be exercised is three months from the date they take over charge of the post. It is further made clear that unauthorized absence shall not entitle the Government servant to get the relief as granted under these rules for the Government servants who are on leave. The period of 3 months shall be counted from the date on which the sanctioned leave expires. No other exigency shall enable such Government servants the above said relief.

The persons, who have retired between 1<sup>st</sup> January, 2006 and the date of issue of these rules are also eligible to exercise the option.

**Rule 18.** (1) This rule deals with the actual fixation of pay in the revised functional pay scales on 1<sup>st</sup> January, 2006. For the purposes of these rules the procedure under this rule and no other procedure under a different rule shall be followed. A few illustrations indicating the manner in which pay of Government servant should be fixed under this rule subject to the permissible stepping up of pay under notes in this rule are given below :—

**Rule 19 & 20.** This rule prescribes the manner in which the next increment in the new scale should be regulated. The provisos to this rule are intended to eliminate the anomalies of junior Government servants drawing more pay than their senior by the operation of substantive part of this rule and also taking care of the Government servants who have been drawing pay at the maximum of the

existing scale for more than one year as on 1.1.2006 and also those Government servants who have been stagnating at the maximum of the existing scale and are actually in receipt of stagnation increments on adhoc basis.

However, the benefit of this rule will be granted in relation to both the senior and junior drawing their pay in the functional pay scales prescribed for the posts.

**Rule 21 to 23.** These rules are self explanatory.

**Rule 24.** This rule relates to the overriding effect to the rule which provides that the provisions of these rules will regulate and the provisions of any other rule will not regulate the conditions as prescribed in these rules and to the extent of any inconsistency between the provisions of these rules and provisions of any other rules, the provisions of these rules shall prevail an apply.

**Rule 25.** This rule is self explanatory.

There could be a possibility that these rules may cause some hardship in any particular case or to a class or category of posts. Under such circumstances the provisions of rule is clear that it has to be invoked only if the Government is satisfied about the existence of some hardship which is required to be relaxed. The relaxation of such hardship shall be based on the merit of individual cases or the cases of class and categories of employees where such hardship is found to be justified for relaxation. Removal of such hardship would, therefore, not amount to any discrimination where such hardship has either not been found to exist or has not been found to be justified for relaxation.

**Rule 26.** This rule is self explanatory

If the circumstances so require the Government can add or delete or charge any of the parameters as mentioned in the 1<sup>st</sup> Schedule and may further direct the mode in which the provisions of these rules shall be applicable on such changes either generally or specifically. However, in event of absence of any general or specific direction for the applicability of the provisions laid down under these rules, it shall be presumed that the entire rule shall be applicable on such changes.

**Rule 27.** This rule is self explanatory.

**Rule 28.** This rule is self explanatory.

**Illustration 1**

**A-1** was recruited as a direct recruited fresh entrant in Government service as Peon and promoted to the post of Clerk in the pay scale of Rs. 3050-4590 on 10.11.1995 without availing benefit of ACP in the post of Peon. He is drawing his pay in the functional scale of Rs. 3050-4590 at the stage of Rs. 3800 as on 1.1.2006. He was recruited in Government service on 1.1.1987.

Functional pay scale of the post of Clerk	Rs. 3050-4590
Scale in which A-1 is drawing his pay	Rs. 3050-4590
1. Whether these rules apply on A-1 or not.	Since he has stagnated for more than 10 years at his promotional post of Clerk, therefore, as per para no. 4 of rule 6 he is entitled for the benefit of next ACP grade pay. So these rules apply on him.
2. Length of service after promotion	10 years
3. Existing Scale of pay	Rs. 3050-4590

First, his pay will be fixed in the functional pay structure under Revised Pay Rules, 2008 w.e.f. 1.1.2006. Thereafter, on assessing his eligibility if found eligible his pay will be fixed in the next ACP grade pay of Rs. 2400/- in PB-1 in the manner prescribed under rule 19 of these rules.

**Illustration 2**

**A-2** was recruited as steno typist as a direct recruited fresh entrant on 5.10.1974 and now working as Personal Assistant in the functional pay scale of the post held by him since 15.11.1995.

Functional pay scale of the post of Clerk	Rs. 3050-4590
Functional pay scale of the post of Steno typist	Rs. 3050-4590
Scale in which A-2 is drawing his pay	Rs. 5500-9000
1. Whether these rules apply on A-2 or not.	Since he has already got three financial up-gradations in the form of functional promotion on the post of Jr. Scale Stenographer, Sr. Scale Stenographer and Personal Assistant hence he is not eligible for any further upgradation under these rules.



**Illustration 3**

**A-3** was recruited as a Clerk a direct recruited fresh entrant on 4.2.1985 and working as such. He is drawing his pay in the present scale as Rs. 5000-7850 w.e.f. 1.3.2005 at the stage of Rs. 5000/-.

Functional scale of the post of Clerk	Rs. 3050-4590
Pay scale in which A-3 is drawing his pay	Rs. 5000-7850
1. Whether these rules apply on A-3 or not.	Since he is drawing his pay in a scale of pay other than the functional scale prescribed for the post of Clerk, so these rules shall apply on him and his pay will be directly fixed in the ACP pay structure under explanation para 3 of rule 9 of these rules.
Pay band applicable to the functional pay scale of the post	Rs. 5200-20200 (PB-1)
Existing Basic pay as on 1.1.2006	Rs. 5000
Pay in ACP pay band of Rs. 5200-20200	Rs. 9300
Grade Pay payable (corresponding to his present scale of Rs. 5000-7850)	Rs. 3200

**Illustration 4**

**A-4** was recruited as Jr. Scale Stenographer as a direct recruited fresh entrant on 10.12.1986 and promoted to the post of Section Officer (SAS) as on 6.8.1995 on the basis of limited competition of existing Government employees and drawing his pay in the functional pay scale of Section Officer Rs. 6500-9900 at the stage of Rs. 8500 as on 1.1.2006.

Whether these rules apply on A-4 or not.	Since he has stagnated for more than 10 years at his promotional post of Section Officer, therefore, as per para no. 4 of rule 6 he is entitled for the benefit of next ACP grade pay. So these rules apply on him.
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First, his pay will be fixed in the functional pay structure under Revised Pay Rules, 2008 w.e.f. 1.1.2006. Thereafter, on assessing his eligibility if found eligible his pay will be fixed in the next ACP grade pay of Rs. 4800/- in PB-2 in the manner prescribed under rule 19 of these rules.

**Illustration 5**

**A-5** was recruited as an Assistant Architect as a direct recruited fresh entrant/promoted w.e.f. 5.10.1994 and drawing his pay in the functional pay scale of Rs. 8000-13500 at the stage of Rs. 11300 as on 1.1.2006.

Functional pay scale of the post of Asstt. Architect	Rs. 8000-13500
Pay scale in which A-5 is drawing his pay	Rs. 8000-13500
1. Whether these rules apply on A-5 or not.	Since, the post of Asstt. Architect has been including in the cadre specific ACP scheme applicable w.e.f. 1.1.2006, so these rules apply on him.
2. Length of service	11 years
3. Eligibility	Since he has completed 11 year of service on the post of Asstt Architect before 01.01.2006, therefore, his pay will be fixed in PB-3 of Rs. 15600-39100 with grade pay of Rs. 7600 directly as per schedule I part I of these rule (if he fulfils the other eligibility condition of grant of ACP)
4. Fixation of Pay in revised pay structure	
a. Existing basic pay	Rs. 11300
b. Pay band applicable	PB-3 – 15600-39100
c. Revised basic pay to be fixed	Rs. 11300 x 1.86 = Rs. 21018 (Round to Rs. 21020) Pay in pay band = Rs. 21020/- Grade Pay admissible = Rs. 7600/-

**Illustration 6****A-6** Pay fixation on grant of increment in the revised ACP pay structure.

1.	Pay in the PB-2	Rs. 9300
2.	Grade Pay	Rs. 4200
3.	Total of 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 the pay band after increment	Rs. 9300 + 410
7.	Pay after increment	Rs. 9710
8.	Grade Pay applicable	Rs. 4200

Ajit M. Sharan,  
Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

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**See also corrigendum issued vide No. 1/46/2009-4PR(FD),  
Dt. 15.02.2010 & 02.12.2010 and Instructions Dt. 02.09.2009**

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/46/2009-4PR(FD)**

**Dated, Chandigarh the 20th August, 2009**

**ORDER**

*[made under rule 17 and the rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008]*

**Subject : Revision of Structure of pay for the employees in the category of teachers and equivalent cadres in Universities and Colleges in Haryana.**

In order to revise the Structure of pay of teachers and equivalent cadres in Universities and Colleges in Haryana and in exercise of the power vested under the provision of rule 17 and rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling him so to do, the Governor of Haryana makes the following order introducing appropriate changes/making appropriate additions/delete/changing the designations and structure of pay, etc. in the Haryana Civil Services (Revised Pay) Rules, 2008:

1. In the rule 3, following shall be inserted after the existing sub-clause (u), namely :-
  - (v) "persons in possession of Ph.D./M.Phil." with reference to teachers and equivalent cadres in Universities and Colleges means employees obtaining/obtained the award of Ph.D./M.Phil. through a process of registration, coursework and external evaluation, as have been/or may be laid down by the UGC through its regulations.
  - (w) "regular satisfactory service" means continuous service counting towards seniority, including continuous service, if any, in Punjab Government before re-organization, commencing from the date on which the Government servant joined his service after being recruited/promoted through the prescribed procedure or rules, etc. for regular recruit/promotion against a vacancy in the cadre/post/Grade Pay in which he is working at the time of being considered his eligibility for grant of pay band and grade pay under these instructions and further fulfilling all the requirements prescribed for determining the suitability of grant of pay structure.
  - (x) "teachers and equivalent cadres in Universities and Colleges" shall means and include such post and cadres pertaining to the Universities and Colleges as are included in column (2) of the Section I of the Part C of the First Schedule.
  
2. In rule 4, following shall be inserted after the existing provisions, namely:-
 

'Provided that for teachers and equivalent cadres in Universities and Colleges the functional pay band and grade pay or the functional pay scale for each post/cadre as specified in column (2) carrying pre-revised scales as specified against it in column (3) of the Section I of the Part C of the First Schedule shall be as specified against it in column (5) thereof;

Provided further that :-

- (i) In the teachers and equivalent cadres in Universities and Colleges, no one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as 'Professor' on or before 31<sup>st</sup> August, 2009 after fulfilling all the existing applicable conditions/meeting all requisite criteria/ requirements for grant of said designation at the time he was so designated before these instructions came into force;
- (ii) In the teachers and equivalent cadres in Universities and Colleges, from the date of issue of these instructions, in addition to other eligibility requirements in this regard, National Eligibility Test (NET) shall be a mandatory & compulsory qualification for appointment at the entry level of Lectures or, as the case may be, Assistant Professor save in such cases of Masters programmes in disciplines where there is no NET, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been/or may be laid down by the UGC through its regulations and so adopted by the University.'

3. In rule 5, immediately after the existing provisions and before the Explanation 1, following shall be inserted, namely :-

'Provided further that in case of teachers and equivalent cadres in Universities and Colleges :-

- (i) save as otherwise provided in these instructions and subject to the conditions laid down under these instructions, an employee shall draw pay in the revised pay structure applicable to the post to which he is appointed;
- (ii) an employee may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale;
- (iii) in case where an employee has been placed in a higher pay scale between 1<sup>st</sup> January, 2006 and the 31<sup>st</sup> August, 2009 (both days included) on account of promotion, up-gradation of pay scale, etc., the employee may elect to switch over to the revised pay structure from the date of such promotion, up-gradation, etc.'

4. In rule 6(1), immediately after the existing provisions and before the first proviso, following shall be inserted, namely:-

'Provided that in case of teachers and equivalent cadres in Universities and Colleges, the date of publication of these rules shall be reckoned as 1<sup>st</sup> September, 2009.'

5. In rule 7(1), immediately after the sub-clause (A) and above the sub-clause (B), following shall be inserted, namely:-

'(A-1) In Case of employees belonging to the category of teachers and equivalent cadres in Universities and Colleges, provision under sub-clause (A) shall not apply and in its place, following shall apply to them:

- (i) The pay in the pay band will be determined by multiplying the basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.

- (ii) If the minimum of the revised pay band is more than the amount arrived at as per (i) above, the pay in the pay band shall be fixed at the minimum of the revised pay band:

Provided further that:

- (a) Where, in the fixation of pay, the pay of employees drawing pay at two or more consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised structure at the same stage in the pay band in PB-3, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running pay band of PB-3. For this purpose, the increment will be calculated on the pay in the pay band alone and Grade Pay would not be taken into account for the purpose of granting increments to alleviate bunching.
- (b) Where, in the fixation of pay, the pay of employees drawing pay at four or more consecutive stage in an existing scale gets bunched, that is to say, gets fixed in the revised structure at the same stage in the pay band in PB-4, then, for up to the first four stages so bunched, benefit of one increment shall be given at the first place and thereafter for every two further subsequent stages so bunched, benefit of one further increment shall be given so as to avoid bunching of more than four stages in the revised running pay band of PB-4. For this purpose, the increment will be calculated on the pay in the pay band alone and Grade Pay would not be taken into account for the purpose of granting increments to alleviate bunching.
- (c) If by stepping up of the pay as above, the pay of an employee gets fixed at a stage in the revised pay band/pay scale (where applicable) which is higher than the stage in the revised pay band at which the pay of an employee who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.
- (d) The pay in the pay band will be determined in the above manner and in addition to the pay in the pay band so arrived, grade pay corresponding to the existing scale will also be payable.'

6. In rule 8, following proviso shall be inserted, namely:-

'Provided that in cases of employees belonging to the category of teachers and equivalent cadres in Universities and Colleges, Section II of Part C of the First Schedule prescribes the entry level pay in the pay band at which the pay of direct recruits to a particular post carrying a specific grade pay will be fixed on or after 1.1.2006 and in their cases this will also be applicable in the case of those recruited between 1.1.2006 and 1.1.2009.'

6.A In Rule 13 immediately after sub clause (1) above the sub clause (2) following shall be inserted, namely:-

'(1-A) In case employees belonging to the category of teachers and equivalent cadres in Universities and Colleges, provision under clause (1) shall not apply and in its place following shall apply to them:

In case of promotion from one post to another in the revised pay structure the fixation will be done as follows:-

One increment equal to 3% of the pay in the pay band and the existing grade pay will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay corresponding to the promotion post will thereafter be granted in addition to this pay in the pay band. In cases where promotion involves change in the pay the pay band after adding the increment is less than the minimum of the higher pay band to which promotion is taking place, pay in the pay band will be stepped to such minimum.'

7. In rule 14, following proviso shall be inserted namely:-

'Provided that in cases of employees belonging to the category of teachers and equivalent cadres in Universities and Colleges, following shall apply in place of the above:

- (i) The arrear of pay shall be paid in two installments. The first installment should be restricted to 40% of the total entitled arrears of the Employee becoming due within the period from 1.1.2006 to 31.12.2008 and shall be paid in cash.
- (ii) The entitled amount of the said first installment shall be worked out separately after fixing the pay in the revised structure and drawing and disbursing the same in terms of the revised structure anytime after 1.9.2009.
- (iii) Orders for the mode of payment of the balance of the entitled arrear of the employee as second installment shall be issued separately.

**Explanation -** 'For the purposes of this clause:

- (a) "arrear of pay in relation to an Employee means the difference between:
  - (i) the aggregate of the pay to which he is entitled on account of the revision of his pay (including dearness allowance) under these instructions, for the relevant period; and
  - (ii) "the aggregate of the pay (including dearness allowance) to which he would have been entitled (whether such pay had been received or not) for that period had his pay and allowances not been so revised" plus "the amount of adhoc relief on account of revisions of pay structure as an interim measure towards the 'payment of arrears accruing on account of the revision of pay structure', if any received by him".

Provided that if the amount worked out in terms of (ii) above happens to exceed the amount worked out in terms of (i) above, the difference shall be recorded as 'excess payment on account of the payment of the first instalment of arrears' and shall be adjusted against the payment of second instalment of arrears as and when it is ordered to be released.

- (b) "relevant period" means the period commencing on the 1<sup>st</sup> day of January, 2006, and ending with the 31.12.2008.'

8. Immediately below rule 14 and above rule 15, following shall be inserted, namely:-

'14-A. Further promotions, upward movement, re-designation, etc. subsequent to 31<sup>st</sup> August, 2009:-

The matters related to further promotions, upward movement, re-designation, etc. subsequent to 31<sup>st</sup> August, 2009 in case of employees belonging to the category of

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teachers and equivalent cadres in Universities and Colleges shall be regulated in following terms:

- (i) Notwithstanding anything contained in any rules/orders/regulations/instructions, etc. all decision on promotions, upward movement, re-designation, etc. falling due on or after 1.1.2009 in terms of existing rules/orders/regulations/instructions, etc. shall be kept in abeyance till further orders.
- (ii) Orders with regard restoring the restriction imposed through (i) above shall be issued soon after the final Guidelines from UGC are received and the process held in abeyance shall commence in accordance with such order.
- (iii) The restriction imposed through (i) above would not amount to withholding the due promotions, upward movement, re-designation, etc. permanently in any way and wherever fund eligible and entitled to the same, they shall be accorded/given effect to/granted with effect from the due date and retrospectively to that extent.'

9. Immediately after Part B of the First Schedule and above the Second Schedule, following shall be inserted, namely:-



**THE FIRST SCHEDULE****PART - C****SECTION - I***(See Rules 3 & 4)*

Sr. No.	Name of the post /Cadre	Existing Scale (in Rs.)	Modified designation	Revised ACP pay Structure		
				Pay Band (in Rs.)	Pay Band Code	Grade Pay (in Rs.)
1	2	3	4	5		
1.	Lecturers	8000-13500 (entry level scale)	No Change	15600-39100 (entry level pay band)	PB-3	6000
2.	Lecturers (Senior Scale)	10000-15200	No Change	15600-39100	PB-3	7000
3.	Lecturers (Selection Grade)	12000-18300	No Change	15600-39100	PB-3	8000
4.	Reader	12000-18300	No Change	15600-39100	PB-3	8000
5.	College Principals	16400-22400	No Change	37400-67000	PB-4	10000
6.	Professor	16400-22400	No Change	37400-67000	PB-4	10000
<b>Administrative faculty</b>						
7.	Asstt. Registrar/Asstt. Controller of Examination	8000-13500	No Change	15600-39100	PB-3	5400
8.	Dy. Registrar/Dy. Finance Officer/Dy. Controller of Examination	12000-18300	No Change	15600-39100	PB-3	8000
9.	Registrar	16400-22400	No Change	37400-67000	PB-4	10000
<b>Library Faculty</b>						
10.	Assistant Librarian/College Librarian	8000-13500	No Change	15600-39100	PB-3	6000
11.	Assistant Librarian (Senior Scale /College Librarian (Senior Scale)	10000-15200	No Change	15600-39100	PB-3	7000
12.	Deputy Librarian/Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade)	12000-18300	No Change	15600-39100	PB-3	8000
13.	Librarian (University)	16400-22400	No Change	37400-67000	PB-4	10000
<b>Physical Education Faculty</b>						
14.	Assistant Director of Physical Education/College Director of Physical Education	8000-13500	No Change	15600-39100	PB-3	6000
15.	Assistant Director of Physical Education (Senior Scale)/College Director of Physical Education (Senior Scale)	10000-15200	No Change	15600-39100	PB-3	7000

1	2	3	4	5		
16.	Deputy Director of Physical Education/Assistant Director of Physical Education (Selection Grade)/(College Director of Physical Education (Selection Grade))	12000-18300	No Change	15600-39100	PB-3	8000
17.	Director of Physical Education (University)	16400-22400	No Change	37400-67000	PB-4	10000
<b>Apex Faculty</b>						
18.	Pro-Vice Chancellor	18400-22400	No Change	37400-67000	PB-4	12000
19.	Vice Chancellor	25000 (fixed)	No Change	75000 (fixed)	PB-4	--

**SECTION - II***(See Rule 8)*

Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006 for employees belonging to the category of teachers and equivalent cadres in Universities and Colleges.

**PB-3 (Rs. 15600-39100)**

Grade Pay	Pay in the Pay Band	Total
6000	15600	21600
8000	15600	23600

**PB-4 (Rs. 37400-67000)**

Grade Pay	Pay in the Pay Band	Total
10000	37400	47400

2. Unless the context/circumstances require it to be otherwise, this order shall come into force with immediate effect.
3. Fitment Table is appended as Annexure-I.

Ajit M. Sharan  
Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/46/2009-4PR(FD)

Dated, Chandigarh, the 20<sup>th</sup>/21<sup>st</sup> August, 2009

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Heads of Departments in Haryana.  
All the Division Commissioner in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

Sd/-  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/46/2009-4PR(FD)

Dated, Chandigarh, the 20<sup>th</sup>/21<sup>st</sup> August, 2009

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end:- A copy is forwarded to the following for information and necessary action at their

Accountant General (A&E/Audit) Haryana.  
Home Secretary, Chandigarh Administration.

Sd/-  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secretary to Govt.,  
Government, Haryana Finance Department.

**INTERNAL CIRCULATIONS**

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (F.D.)

**Contd...**

**Encl...**

**Annexure-I****Fitment Table - 1**

Pre-revised scale  
Rs. 8000-275-10200-EB-275-13500

Revised Pay Band + Grade Pay  
PB-3 Rs. 15600-39100 + Rs. 6000

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
8,000	15,600	6,000	21,600
8,275	15,600	6,000	21,600
8,550	15,910	6,000	21,910
8,825	16,420	6,000	22,420
9,100	16,930	6,000	22,930
9,375	17,440	6,000	23,440
9,650	17,950	6,000	23,950
9,925	18,470	6,000	24,470
10,200	18,980	6,000	24,980
10,475	19,490	6,000	25,490
10,750	20,000	6,000	26,000
11,025	20,510	6,000	26,510
11,300	21,020	6,000	27,020
11,575	21,530	6,000	27,530
11,850	22,050	6,000	28,050
12,125	22,560	6,000	28,560
12,400	23,070	6,000	29,070
12,675	23,580	6,000	29,580
12,950	24,090	6,000	30,090
13,225	24,600	6,000	30,600
13,500	25,110	6,000	31,110

**Fitment Table - 2**

Pre-revised scale  
Rs. 10000-325-15200

Revised Pay Band + Grade Pay  
PB-3, Rs. 15600-39100 + Rs. 7000

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
10,000	18,600	7,000	25,600
10,325	19,210	7,000	26,210
10,650	19,810	7,000	26,810
10,975	20,420	7,000	27,420
11,300	21,020	7,000	28,020
11,625	21,630	7,000	28,630
11,950	22,230	7,000	29,230
12,275	22,840	7,000	29,840
12,600	23,440	7,000	30,440
12,925	24,050	7,000	31,050
13,250	24,650	7,000	31,650
13,575	25,250	7,000	32,250
13,900	25,860	7,000	32,860
14,225	26,460	7,000	33,460
14,550	27,070	7,000	34,070
14,875	27,670	7,000	34,670
15,200	28,280	7,000	35,280

**Fitment Table - 3**

Pre-revised scale  
Rs. 12000-420-18300

Revised Pay Band + Grade Pay  
PB-3, Rs. 15600-39100 + Rs. 8000

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
12,000	22,320	8,000	30,320
12,420	23,110	8,000	31,110
12,840	23,890	8,000	31,890
13,260	24,670	8,000	32,670
13,680	25,450	8,000	33,450
14,100	26,230	8,000	34,230
14,520	27,010	8,000	35,010
14,940	27,790	8,000	35,790
15,360	28,570	8,000	36,570
15,780	29,360	8,000	37,360
16,200	30,140	8,000	38,140
16,620	30,920	8,000	38,920
17,040	31,700	8,000	39,700
17,460	32,480	8,000	40,480
17,880	33,260	8,000	41,260
18,300	34,040	8,000	42,040

**Fitment Table - 4**

Pre-revised scale  
Rs. 16400-450-20900-500-22400

Revised Pay Band + Grade Pay  
PB-3, Rs. 37400-67000 + Rs. 10000

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
16,400	37,400	10,000	47,400
16,850	37,400	10,000	47,400
17,300	37,400	10,000	47,400
17,750	37,400	10,000	47,400
18,200	38,530	10,000	48,530
18,650	38,530	10,000	48,530
19,100	39,690	10,000	49,690
19,550	39,690	10,000	49,690
20,000	40,890	10,000	50,890
20,450	40,890	10,000	50,890
20,900	42,120	10,000	52,120
21,400	42,120	10,000	52,120
21,900	43,390	10,000	53,390
22,400	43,390	10,000	53,390

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

***Corrigendum***

**No. 1/46/2009-4PR(FD)**

In furtherance of the Finance Department order No. 1/46/2009-4PR(FD), dated 02.09.2009, the grade pay of Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examinations as given at Rule-9 Part-C, Section-I of the first schedule notified by F.D.'s notification dated 20.08.2009 shall be read as Rs. 7600/- instead of Rs. 8000/- in accordance with MHRD fitment table No. 8.

2. It is further clarified that no recovery of extra payments shall be made as per settled law.

Dated Chandigarh  
the 5<sup>th</sup> February, 2010

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Endst. No. 1/46/2009-4PR(FD)**

**Dated, Chandigarh, the 15th February, 2010**

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

*Sd/-*  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/46/2009-4PR(FD)

Dated, Chandigarh the 15.02.2010

A copy is forwarded to the following for information and further necessary action at their end:-

Accountant General (A&E/Audit), Haryana.  
Home Secretary, Chandigarh Administration.

*Sd/-*  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATIONS**

All the Officers/Deputy Secretaries/Under Secretaries Superintendents of F.D.  
In charge, Computer Cell(F.D.)

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

***Corrigendum***

**No. 1/46/2009-4PR(FD)**

In furtherance of the Finance Department order No. 1/46/2009-4PR(FD), dated 20.08.2009, the word and figure appearing in para 14-A(i) 'on or after 01-01-2009' is hereby corrected as 'on or after 01-09-2009'.

Dated Chandigarh  
The 29th November, 2010.

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Endst. No. 1/46/2009-4PR(FD)**

**Dated, Chandigarh, the 2nd December, 2010**

A copy is forwarded to the following for information and further necessary action at their end:-

1. All the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government of Haryana.
2. Registrar (General), the High Court of Punjab & Haryana.
3. All the Heads of Departments in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Sub Divisional Officers (Civil) in Haryana.

*Sd/-*  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/46/2009-4PR(FD)

Dated Chandigarh, the 02-12-2010.

A copy is forwarded to the following for information and necessary action at their end:-

1. Accountant General (A&E/Audit), Haryana.
2. Home Secretary, Chandigarh Administration.

*Sd/-*  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATIONS**

- (i) All the Officers/Deputy Secretaries/Under Secretaries/Superintendent of F.D.
- (ii) Incharge Computer Cell(F.D).

\*\*\*\*\*

**No. 10/15/97-1PR(FD)**

From

The Commissioner and Principal Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana  
The Registrar Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th March, 2006****Subject : Revision of pay scales.**

Sir,

I am directed to refer to Haryana Government Notification No. GSR3/Const/309/1998, dated 7th January, 1998 and No. GSR.4/Const/Art/309/1998, dated 7.1.1998 vide which the pay scales of State Government employees were revised w.e.f. 1.1.1996 and to Finance Department letter No. 1/65/98-3PR(FD), dated 7.8.98, letter No. 10/15/97-1PR(FD), dated 28.4.2003 and No. 10/15/97-1PR(FD), dated 30.12.2003 vide which the pay scales of some categories of employees were further revised.

2. Some departments had been requesting the Finance Department to remove the anomalies in the pay scales of certain categories of employees. Having examined the proposals received from the departments, the Government in Finance Department has observed that there exists no anomaly in the proposal of the departments but taking a stock of the recommendations of the HPOC, it has been decided to grant pay scale/special pay to the Haryana Govt. employees as under:-

Sr. No.	Name of Department	Name of Post	Modified Scale/ Spl. Pay	Effective from
(i)	Printing & Stationery Department	Revisor	3050-4590	1-1-1996
(ii)	Raj Bhavan	Roshan Lal, Daftri till he performs additional duties & remain attached with Cashier Raj Bhawan.	SP. 50/-PM	29-11-2005

3. The pay of the employee whose pay scale has been modified is to be fixed in accordance with the normal rules laid down in the Punjab Civil Services Rules Vol. I, Part-I, the rules prescribed vide extra ordinary gazette notification No. GSR3/Const/309/1998, dated 7th January, 1998 and No. GSR.4/Const/Art/309/1998, dated 7.1.1998 and the instructions issued on the subject from time to time.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 8/10/2006-3PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 14th February, 2007****Subject : Revision of Pay Scales.**

Sir,

I am directed to refer to Haryana Govt. Notification No. GSR.3/Const/Art. 309/1998, dated the 7<sup>th</sup> January, 1998 and No. GSR.4/Const/Art. 309/1998, dated 7.1.1998 vide which the pay scales of State Govt. employees were revised w.e.f. 1.1.96 and also to Finance Department letter No. 1/65/98-3PR(FD) dated 7.8.98, No. 10-15/97-1PR(FD), dated 28.4.2003, No. 10/15/97-1PR(FD) dated 30.12.2003 and No. 10/15/97-1PR(FD) dated 9.3.2006 vide which the pay scales of certain categories of employees were further revised.

2. Some Departments had been requested the Finance Department to remove the anomalies in the pay scales of certain categories of employees. Having examined the proposals received from the Departments/Administrative Departments., the same was placed before the HPOC. On the recommendations of the HPOC, it has been decided to modify the pay scale of the following categories of Govt. employees as under:-

Sr. No.	Name of Department	Name of Post	Existing scale	Modified pay scale	Remarks
(i)	Town & Country Planning	Enforcement Inspector	5500-9000	6500-9900	1.1.96 to 31.5.96 (date of retirement of incumbent) as a personal measure being dying cadre.
(ii)	Women & Child Development	Publicity Officer	6500-9900	6500-10500	Subject to condition that notional benefit of pay will be given w.e.f. 1.1.96 and actual from date of issue of this letter.
(iii)	Social Justice & Empowerment	Sr. & Jr. Braille, Music, Science, Math, Craft sighted teacher, Typing Instructor & General Teacher (Govt. Blind School, Panipat).	5000-7850	5500-9000	Subject to condition that notional benefit of pay will be given w.e.f. 1.1.96 and actual from date of issue of this letter.

3. The pay of the employee whose pay scale has been modified is to be fixed in accordance with the normal rules laid down in the Punjab Civil Services Rules Vol. I Part I, the rules prescribed vide extra ordinary Gazette notification No. GSR.3/ Const/Art.309/1998, dated

7<sup>th</sup> January, 1998 and No. GSR4/Const/Art.309/1998, dated 7.1.1998 and the instructions issued on the subject from time to time.

Yours faithfully,

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 8/10/2006-3PR(FD)

Dated 14<sup>th</sup> Feb., 2007

A copy for information is forwarded to the following:-

The Accountant General (A&E) and Audit) Haryana, Chandigarh.  
The Home Secretary, Chandigarh Administration, Chandigarh.

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners & Administrative Secretaries to Government Haryana for information and necessary action.

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Administrative  
Secretaries to Government, Haryana.

U.O. No. 8/10/06-3PR(FD)

Dated 14<sup>th</sup> Feb., 2007

A copy is forwarded to the PSCM/Dy. PSCM/OSD-I, II & III/Sr. Secretaries/ Private Secretaries to the Chief Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretary for information of Chief Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The PSCM/Dy. PSCM/OSD-I, II, III/Sr. Secys./Secretaries/Private  
Secretaries to Chief Ministers/Ministers of State/Chief Parliamentary  
Secretary/Parliamentary Secretary.

U.O. No. 8/10/2006 3PR(FD)

Dated 14<sup>th</sup> Feb., 2007.

\*\*\*\*\*

**No. 8/4/2007-1PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 30th March, 2007****Subject : Revision of Pay Scales.**

Sir,

I am directed to refer to Haryana Govt. Notification No. GSR3/Const./Art. 309/1998, dated the 7<sup>th</sup> January, 1998 and No. GSR. 4/Const./Art. 309/1998, dated 7.1.1998 vide which the pay scale of State Government employees were revised w.e.f. 1.1.96 and Finance Department letter No. 1/65/98-3PR(FD), dated 7.8.98. No. 10/15/97-1PR(FD), dated 28.4.2003, No. 10/15/97-1PR(FD), dated 30.12.2003. No. 10/15/97-1PR(FD), dated 9.3.2006 and No. 8/10/2006-3PR(FD), dated 14.2.2007 vide which the pay scales of certain categories of employees were further revised/modified.

2. Some Departments had been requested the Finance Department to remove the anomalies in the pay scale of certain categories of Govt. employees. Having examined the proposal received from the Departments/Administrative Departments, the same was placed before the HPOC. On the recommendations of the HPOC, it has been decided to modify/revise the pay scales of the following categories of Govt. employees as under:-

Sr. No.	Name of the Department	Name of Post	Existing Pay Scale (Rs.)	Modified/Revised Pay Scale (Rs.)
1.	<b>Haryana Vidhan Sabha</b>	(i) Senior Translator	1400-2600+80 S.P. (1.1.86)	1600-2660 + 80 S.P. w.e.f. 1.4.95
			5000-7850+80 S.P. (1.1.96)	5450-8000 + 60 S.P. w.e.f. 1.1.96
		(ii) Junior Translator	3050-4590 +40 S.P. (1.1.96)	4000-6000 + 50 S.P. w.e.f. 1.1.96
2.	<b>Haryana Civil Secretariat</b>	Assistants	5450-8000 + 60 S.P. (1.1.96)	5500-9000 (without S.P.) w.e.f. 1.1.96 subject to the condition that notional benefit to pay will be given w.e.f. 1.1.96 and actual from the date of issue of the letter. It has also been decided that same parity of pay scales will be maintained for Assistant working in the offices of L.R., F.C.R., HPSC and Vidhan Sabha.
3.	<b>Ayurveda Department</b>	Homeopathic Dispensers	3050-4590	4500-7000 with effect from the date of issue of the letter.

3. The pay the employee whose pay scales have been modified/revised is to be fixed in accordance with the normal rules laid down in the Punjab Civil Service Rules Vol. I Part-I, the rules prescribed vide extra ordinary Gazette notification No. GSR. 3/Const./Art. 309/1998, dated 7<sup>th</sup> January, 1998 and No. GSR 4/Const./Art. 309/1998, dated 7.1.98 and the instructions issued on the subject from time to time.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner and Principal Secretary  
to Government Haryana, Finance Department.

Endst. No. 8/4/2007-1PR(FD)

Dated 30<sup>th</sup> March, 2007.

A copy for information is forwarded to the following:-  
The Accountant General (A&E) and (Audit) Haryana, Chandigarh.  
The Home Secretary, Chandigarh Administration, Chandigarh.

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner and Principal Secretary  
to Government Haryana, Finance Department.

A copy is forwarded to the Financial Commissioners & Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner and Principal Secretary  
to Government Haryana, Finance Department.

To

The Financial Commissioner & Administrative Secretaries to  
Government Haryana.

U.O. No. 8/4/2007-1PR(FD)

Dated 30<sup>th</sup> March, 2007.

A copy is forwarded to the PSCM/APSCM-I/APSCM-II/OSD-I/OSD-II/OSD-III(R)/Sr. Secretaries/Private Secretaries to the Chief Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretaries.

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner and Principal Secretary  
to Government Haryana, Finance Department.

To

The PSCM/APSCM-I/APSCM-II/OSD-I/OSD-II/OSD-III(R)/Senior  
Secretaries/Private Secretaries to the Chief Ministers/Ministers of  
State/Chief Parliamentary Secretary and Parliamentary Secretaries.

U.O. No. 8/4/2007-1PR(FD)

Dated 30<sup>th</sup> March, 2007.

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**No. 1/16/2005-3PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th September, 2007**

- Subject :**
- (i) Grant of new pay scale of Rs. 7500-250-10000-EB-250-13000 to Junior Engineers of three wings of P.W.D.**
  - (ii) To designate the post of Junior Engineer as Additional Sub Divisional Engineer.**
  - (iii) Grant of two advance increments on acquiring AMIE/BE Degree.**

Sir,

I am directed to refer to Haryana Goy Notification No. GSR 3/Const. Art.309/1998, dated the 7<sup>th</sup> January, 1998 and No. GSR. 4/Const/Art.309/1998, dated 7.1.1998 vide which the pay scales of State Govt. employees were revised w.e.f. 1.1 96 and Finance Department letter No. 1/65/98-3PR(FD) dated 7.8.98, No. 10/15/97-1PR(FD) dated 28.4.2003; No. 10/15/97-1PR(FD) dated 30.12.2003, No. 10/15/97-1PR (FD) dated 9.3.2006, No. 8/10/2006-3PR(FD) dated 14.2.2007 and 8/4/2007-1PR(FD) dated 30.3.2007 vide which the pay scales of certain categories of employees were further revised/modified.

The Diploma Engineers, Association of Junior Engineers of three wings of PWD have been representing to the Govt. for removal of anomalies in their ACP Scales and grant of Gazetted status. The matter was examined in detail and considered by the Government. The following decisions were taken which will be effective from the date of issue.

The new nay scales of Rs. 7500-250-10000-EB-250-13000 to the Junior Engineers of three wings of PWD after completion of 18 years regular & satisfactory service, who have not been promoted to next higher post will be granted subject to the following conditions:-

1. Junior Engineers in the pay scale of Rs. 7500-250-10000-EB-250-13000 will be designated as Additional Sub Divisional Engineer and they will continue to discharge the duties of Junior Engineers with the new designation and pay scale.
2. Those Junior Engineers who have already availed of the benefit of 2nd ACP scale of Rs. 6500-10500, after 20 years regular satisfactory service, will not be entitled for the next stage of pay fixation under Rule 4.4 (C) of CSR Vol. I Part I.
3. Junior Engineers eligible for the new time scale of Rs. 7500-250-10000-EB-13000 after completion of 18 years regular satisfactory service will not be considered for 2<sup>nd</sup> ACP Scale, on completion of 20 years of regular satisfactory service.

It has also been decided to grant of two advance increments to Junior Engineers who acquire AMIE/BE degree after joining the service subject to the condition that the incumbent has completed a minimum of 5 years regular and satisfactory service. The advance increments would be given with prospective effect. No arrears on this account would be payable, irrespective of the date of acquisition of the higher qualification.

The pay of the employees whose pay scales have been modified/revised is to be fixed in accordance with the rules laid down in the Punjab Civil Services Rules Vol. I Part-I, the rules prescribed vide extra ordinary Gazette notification No. GSR3/Const/Art.309/1998, dated 7<sup>th</sup> January, 1998 and No. GSR4/Const/Art.309/1998, dated 7.1.98 and instructions issued on the subject from time to time.

Yours faithfully,

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**Subject :** To remove the anomaly in the pay scale of Private Secretary and Personal Assistant.

Will the Chief Secretary to Govt., Haryana kindly refer to their proposal bearing No. 1/32/2007-7Estt.(I), dated 13.8.07 on the subject noted above ?

The proposal has been examined and the same was placed before the HPOC. On recommendations of the HPOC, it has been decided to modify/revise the pay scales of the following categories as under:-

Sr. No.	Name of the Department	Name of the Post	Existing Pay Scales (on 1.1.1996)	Modified/Revised pay scales
1.	<b>Haryana Civil Secretariat, FCR, Haryana Vidhan Sabha, H.P.S.C., L.R., and Governor House</b>	Private Secretary	Rs. 6500-10500 plus 200/-S.P.	Rs. 8000-275-10200-EB-275-13500 (without special pay and without Selection Grade w.e.f. 1.1.1996 subject to the condition that notional benefit of the pay will be given w.e.f. 1.1.1996 and actual from the date of issue of the letter. It has also been decided that the same parity of the pay scales will be maintained for Private Secretaries working in the office of Haryana Civil Secretariat, F.C.R., Haryana Vidhan Sabha, H.P.S.C., L.R. & Governor House
2.	<b>Haryana Civil Secretariat, FCR, Haryana, Vidhan Sabha H.P.S.C., L.R., and Governor House</b>	Personal Assistant	Rs. 5500-9000+150 S.P. Rs. 6500-9900(SG) +150 SP (after 10 years regular satisfactory service as P.A. and limited to 20% of the total posts of PAs).	Rs. 6500-200-8500-EB-200-10500. (without special pay and without Selection Grade w.e.f. 1.1.1996 subject to the condition that notional benefit of the pay will be given w.e.f. 1.1.1996 and actual from the date of issue of the letter. It has also been decided that the same parity of the pay scales will be maintained for PAs working in the office of Haryana Civil Secretariat, F.C.R., Haryana Vidhan Sabha, H.P.S.C., L.R. & Governor House

The pay of the employees whose pay scales have been modified/revise is to be fixed in accordance with the rules laid down in the Punjab Civil Services Rules, Volume-I, Part-I, the rules prescribed vide extra ordinary gazette notification No. GSR 3/Const./Art.309/1998 dated 7<sup>th</sup> January, 1998 and No. GSR4/Const./Art.309/1998, dated 7.1.1998 and the instructions issued on the subject from time to time.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana.

**U.O. No. 1/33/2005-2PR(FD)****Dated, Chandigarh, the 7th September, 2007**

Endst. No. 1/33/2005-2PR(FD)

Dated, Chandigarh, the 7<sup>th</sup> Sept., 2007

A copy is forwarded to Legal Remembrancer & Secretary to Govt., Haryana, Law & Legislative Department for information.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/33/2005-2PR(FD)

Dated, Chandigarh, the 7<sup>th</sup> Sept., 2007

A copy is forwarded to the following for information and necessary action:  
Secretary to Governor, Haryana.  
Secretary, Haryana Vidhan Sabha.  
Secretary Haryana Public Service Commission, Sector-17, Chandigarh.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/33/2005-2PR(FD)

Dated, Chandigarh, the 7<sup>th</sup> Sept., 2007

A copy for information is forwarded to the following:  
The Accountant General (A&E) and (Audit), Haryana Chandigarh.  
Home Secretary, Chandigarh Administration, Chandigarh.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**Subject : Removal of anomalies in the pay scale of Senior Scale Stenographers.**

Will the Chief Secretary to Govt. Haryana kindly refer to their proposal bearing No. 1/10/2007-7E(I) dated 17-4-07 on the subject noted above?

The proposal has been examined and the same was placed before the HPOC. On recommendations of the HPOC, it has been decided to modify/revise the pay scale of Senior Scale Stenographer as under :-

Sr. No.	Name of the Department	Name of the post	Existing pay scale (on 1.1.96)	Modified /Revised pay scale
1.	Haryana Civil Secretariat, FCR, Haryana Vidhan Sabha, H.P.S.C., L.R. and Haryana Raj Bhawan	Senior Scale Stenographer	Rs. 5450-8000+ 60/- S.P. (1.1.96)	Rs. 5500-9000 (without Special Pay) subject to the condition that notional benefit of pay will be given w.e.f. 1.1.96 to 29.3.2007 and actual from 30.3.2007 as decided in the case of Assistants of Haryana Civil Secretariat. It has also been decided that same parity of pay scale will be maintained for Senior Scale Stenographers working in the offices of the Hr. Civil Secretariat, FCR, Haryana Vidhan Sabha, H.P.S.C, L.R and Haryana Raj Bhawan.

The pay of the employees whose pay scales have been modified/revise is to be fixed in accordance with the rules laid down in the Punjab Civil Services Rules, Volume-I, Part-I, the rules prescribed vide extra ordinary gazette notification No. GSR 3/Const Art.309/1998 dated 7<sup>th</sup> January, 1998 and No. GSR 4/Const. Art.309/1998 and the instructions issued on the subject from time to time.

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Government, Haryana.

**U.O. No. 1/1/98-5PR(FD)**

**Dated, Chandigarh, the 14th February, 2008**

Endst. No. 1/1/98-5PR(FD)

Dated, Chandigarh, the 14<sup>th</sup> Feb., 2008

A copy is forwarded to Legal Remembrancer and Secretary to Government, Haryana, Law and Legislative Department for information.

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/1/98-5PR(FD)

Dated, Chandigarh, the 14<sup>th</sup> Feb, 2008

A copy is forwarded to the following for information and necessary action:-

Secretary to Governor, Haryana.  
Secretary, Haryana Vidhan Sabha.

Secretary, Haryana Public Service Commission, Sector-17, Chandigarh.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/1/98-5PR(FD)

Dated, Chandigarh, the 14<sup>th</sup> Feb, 2008

A copy is forwarded to the following for information and necessary action:

The Accountant General (A&E) and (Audit), Haryana, Chandigarh.  
Home Secretary, Chandigarh Administration, Chandigarh.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner & Principal Secretary to Government Haryana, Revenue Department and all the Financial Commissioners and Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner & Principal Secretary to  
Govt., Haryana, Revenue Department.  
All the Financial Commissioners & Administrative  
Secretaries to Govt., Haryana.

U.O. No. 1/1/98-5PR(FD)

Dated, Chandigarh, the 14<sup>th</sup> Feb., 2008

A copy is forwarded to Senior Secretary to PSCM/ Private Secretary to APSCM-I/ APSCM-II/OSD-I/OSD-II/OSD-III/Senior Secretaries/Private Secretaries to the Chief Minister/ Ministers/Ministers of State/ Chief Parliamentary Secretaries/Parliamentary Secretaries for information.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

Senior Secretary to PSCM/Private Secretary to APSCM-I/APSCM-II/OSD-I/OSD-II/OSD-III/Senior Secretaries/Private Secretaries to the Chief Minister/Ministers/ Ministers of State/Chief Parliamentary Secretaries/Parliamentary Secretaries.

U.O. No. 1/1/98-5PR(FD)

Dated, Chandigarh, the 14<sup>th</sup> Feb., 2008.

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**Subject : Modification/Revision of Pay Scale of Private Secretaries and Personal Assistants.**

Will the Chief Secretary to Government of Haryana kindly refer to the subject noted above?

While revising the pay scale of Haryana Govt. employees w.e.f. 1.1.2006 vide Notification No. GSR44/Const./Art.309/08, dated 30.12.2008, the Haryana Government had revised/modified the pay scale of Private Secretaries and Personal Assistants of Haryana Civil Secretariat, FC's Office, LR Office, HPSC and Haryana Vidhan Sabha with the condition that there would be no recovery because of this modification in pay scale w.e.f. 1.1.1996 and additionalities (if any) after fixation of pay would be adjusted in future increments, as under :-

Sr. No.	Name of the post	Existing scale	Revised/Modified pay scales	Corresponding pay band and grade pay.
1.	Personal Assistant	6500-10500	5500-9000 + 150 S.P.	PB-2,3600
2.	Private Secretary	8000-13500	6500-10500 + 200 S.P.	PB-2,4200

The proposal to further revise/modify the pay scale of Private Secretaries and Personal Assistant was placed before the Pay Anomalies Committee for examination. On recommendation of the Pay Anomalies Committee, it has been decided to further modify/revise the pay scale of the following categories of Govt. employees as under w.e.f. 1.1.2006 :-

Sr. No.	Name of the Department	Name of the posts	Existing scale	Revised/Modified pay scales	Corresponding pay band and grade pay
1.	Haryana Civil Sectt. FCR, HVS, HPSC, LR & Governor House	Personal Assistant	5500-9000	6500-10500	PB-2 + 4200
2.	-do-	Private Secretary	6500-10500	7500-12000 8000-13500 on completion of 4 years regular satisfactory service,	PB-2 + 4800 PB-2 + 5400

It has also been decided that those incumbents of the post of Private Secretary and Personal Assistant who are drawing their pay in the pay scale of Rs. 8000-13500 without special pay and Rs. 6500-10500 without special pay respectively as per U.O. No. 1/33/2008-2PR(FD), dated 7.9.2007 will continue to draw their pay as per terms and conditions enumerated in the ibid U.O. No. as a measure personal to them in the revised pay structure in the Pay Band-2 with grade pay of Rs. 5400 and Pay Band-2 with Grade Pay of Rs. 4200 corresponding to pre-revised pay scale of Rs. 8000-13500 without special pay and Rs. 6500-10500 without special pay respectively.

The above modification/revision shall be subject to the condition that, in future, the official would be required to pass Basic Level Computer Appreciation Course, as may be prescribed by the State Government, at any stage before their promotion to the post of Personal Assistant. This will be in addition to the other departmental test, if any, prescribed by the Government and/or provided in the Departmental Service Rules. The Government shall arrange suitable training programme for them.

The pay of the employees whose pay scales have been modified/revised is to be fixed in accordance with the rules prescribed vide extra ordinary gazette notification No. GSR-44/Const./Art.-309/08, dated 30.12.2008 and instructions issued on the subject from time to time.

*Sd/-*  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

To  
The Chief Secretary to Govt. Haryana.

**U. O. No. 1/19/2009-1PR(FD)                      Dated, Chandigarh, the 20th February, 2009**

Endst. No. 1/19/2009-1PR(FD)                      Dated, Chandigarh, the 20.2.2009

A copy is forwarded to Legal Remembrancer & Secretary to Government Haryana, Law and Legislative Department for information.

*Sd/-*  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/19/2009-1PR(FD)                      Dated, Chandigarh, the 20.2.2009

A copy is forwarded to following for information and necessary action :-

Secretary to Governor, Haryana.  
Secretary, Haryana Vidhan Sabha.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/19/2009-1PR(FD)**

From

The Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala, Hisar, Gurgaon & Rohtak Divisions.  
Deputy Commissioner and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 20th February, 2009**

**Subject :** Revision of Pay Scale of Haryana Govt. employees under Haryana Civil Services (Revised Pay) Rules, 2008 and Haryana Civil Services (Assured Career Progression) Rules, 2008.

Sir,

I am directed to refer to Haryana Government Notification No. G.S.R.44/Const./Art.309/08 dated the 30<sup>th</sup> December, 2008 and G.S.R.45/Const./Art.309/08, dated the 30<sup>th</sup> December, 2008 vide which the pay scales of State Govt. employees were revised w.e.f. 01.01.06.

After careful consideration the Government has decided that the relevant revised pay scales of HCMS doctors in Health Department should be further modified as under :-

Name of the Post/Cadre	Existing Scheme	Pre-revised/ modified pay scale	Revised ACP pay structure		
			Pay Band	Pay Band Code	Grade Pay
1	2	3	4		
<b>Haryana Civil Medical Services</b>					
(i) Medical Officers	(a) 8000-13500 entry level pay scale	No change	(a) 9300-34800 (entry level pay band)	PB-2	5400
	(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No change	(b) 15600-39100 after 5 years of regular satisfactory service in the cadre	PB-3	6000
	(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the post of M.O. in the cadre)	No change	(c) 15600-39100 (after 10 years of regular satisfactory service)	PB-3	7600

1	2	3	4		
	Not Existing	14300-18300 (after 15 years of regular satisfactory service)	(d) 37400-67000 (after 15 years of regular satisfactory service)	PB-4	8700
<b>(ii) SMOs / Medical Supdt/ Dy. Directors/ District Programme Officer</b>	(a) 10000-13900 (existing pay scale)	12000-16500	(a) 15600-39100	PB-3	7600
	(b) 12000-16500 (To such SMOs/Medical Supdts./ Dy. Directors/District Programme officers who have completed 11 yrs of regular satisfactory service or more as MOs and above and to such SMOs who are direct recruits and have completed 3 yrs of regular satisfactory service or more as such)	14300-18300 (after 3 years of regular satisfactory service as SMO)	(b) 37400-67000 (after 3 years of regular satisfactory service as SMO)	PB-4	8700

The above scales shall be subject to the following conditions:-

- (i) The HCMS Medical Officers shall be placed in PB-3 with Grade Pay of Rs. 5400/- on successful completion of their probation because they attain class I status.
- (ii) The Medical Officer should have completed at least two years of service in a rural Primary Health Centre at each stage i.e. 2 years rural service before grant of 1st ACP another 2 years rural service before grant of 2nd ACP and further 2 years rural service before grant of 3rd ACP. The rural service rendered after the last promotion/ACP upgradation given shall only be counted for grant of next ACP Scales. However, the benefit of excess rural service at any ACP scale can be carried forward to subsequent stages.
- (iii) In case of specialist Doctors, such rural service would have to be rendered in Sub District Health Institutions i.e. Community Health Centres/Sub District Hospitals. Only in case of specialties which are not sanctioned at Sub District level, this condition will not apply. This condition of mandatory rural service shall come into effect from 1st September, 2009.
- (iv) The doctors becoming eligible for 1st/2nd/3rd ACP, as the case may be, upto 31.08.2009 shall be granted respective ACP on its due date without enforcing rural service condition.
- (v) The doctors becoming eligible for 1st/2nd/3rd ACP, as the case may be, after 01.09.2009 shall have to render rural service equal to 2/5 of the period between 01.03.2009 and the date on which ACP becomes due or two years, whichever is less.



2. The Health Department shall obtain option for rural service from the desirous doctors within fifteen days of issue of the notification. Subsequently, the department shall invite options from desirous doctors for rural posting twice a year in the first fortnight of January & again in the first fortnight of July. An appropriate scheme shall be devised by the department for rural posting based on the options given by the doctors.

3. The department shall also put in place a mechanism for monitoring of performance and greater accountability on the part of doctors.

4. Medical Officer with post graduate qualification may be given six additional increments on entry in service as fresh recruits. Similarly, those with diploma qualifications may be given three additional increments.

It is further clarified that the modified revised pay structure will substitute the earlier notified revised pay structure in the relevant rules and shall be subject to all the conditions laid down in the above said rules.

Yours faithfully,

Sd/-  
(Kulwinder Singh, IRS)  
Special Secretary Finance (PR),  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/19/2009-1PR(FD)

Dated, Chandigarh, the 20<sup>th</sup> February, 2009

A copy is forwarded to the Accountant General, Haryana (i) (A&E), (ii) Audit, Chandigarh for information.

Sd/-  
(Kulwinder Singh, IRS)  
Special Secretary Finance (PR),  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

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**Subject :** Modification/Revision of pay structure of ministerial Staff of Haryana Civil Sectt., Financial Commissioner's Office, Legal Remembrancer, Haryana, HPSC, Haryana Vidhan Sabha and Governor House.

Will the (i) Chief Secretary to Government Haryana (ii) Financial Commissioner & Principal Secretary to Govt. Haryana, Revenue & Disaster Management Department kindly refer to the subject noted above.

2. Haryana Government vide its notification No. GSR-44/Const./Art./309/08, dated 30<sup>th</sup> December, 2008 has raised the pay structure of State Government employees w.e.f. 1.1.06.

3. The matter regarding further revision of the Pay Structure alongwith service conditions of the Ministerial Staff of subject cited offices was under active consideration of the Government.

4. After careful consideration, the Government has decided to further revise the pay structure, mode of recruitment, promotion, criteria of promotion, etc. for the Ministerial cadre of Governor's House, Haryana Civil Secretariat, F.C.'s Office, L.R. Office, Haryana Vidhan Sabha & HPSC as under :-

Sr. No.	Name of the Post	Mode of Recruitment		Criteria of Promotion	Pay Structure	
		Direct	Promotion		Existing	Revised/ Modified
1.	Clerk	80%	20% (From Group D)	(i) 5% from select list based on departmental exam. (ii) 15% promotion on seniority.	PB-1, GP-1900 + 40/- Spl. Pay	No Change
2.	Assistant (Re-designated as Assistant Grade II)	25%	75%	1. 25% from select list based on departmental exam, including computer literacy test after 3 yrs service as Clerk. 2. 50% by seniority from Clerk having 3 yrs service as Clerk	PB-2, GP-3600	PB-2, GP-3600
3.	Assistant (Re-designated as Assistant Grade I)	-	100%	After Passing departmental exam including computer application test with 5 yrs service as Asstt. Grade II	PB-2, GP-3600	PB-2, GP-4000
4.	Dy. Supdt.	-	100%	Promotion on seniority basis from amongst Asstt. Grade I on availability of post.	PB-2, GP-3600 +150/- Spl. Pay	PB-2, GP-4200 without special Pay
5.	Superintendent	-	100%	Promotion on seniority basis from Dy. Supdt. With at least 1 yr exp. as Dy. Supdt. or 3 yrs experience as Assistant Grade I.	PB-2, GP-4200 +200/- Spl. Pay	(i) PB-2, GP 4800 without special Pay (ii) PB-2, GP-5400 without special Pay after 4 years of regular satisfactory service.

- (ii) The concerned Administrative Department shall prepare the syllabus and modalities of conduct of the departmental exams.
- (iii) The Existing Assistants having less than 5 years service as Assistant shall be re-designated as Assistant Grade-II, and those Assistants who have completed 5 years or more service as Assistant on or before issue of competent instructions in this regard shall be re-designated as Assistant Grade-I. However, their future increments shall be admissible only after passing the computer literacy test as stipulated in the new scheme.
- (iv) Necessary amendments in the relevant departmental service rules may be effected immediately to avoid any legal complications while giving promotions on the post of Assistant Grade II and I in future.

5. In addition to such other compliance that the Administrative Department is required to take action in this connection. This advice is also subject to the instructions of Finance Department issued vide O.M. No. 1/83/2008-2PR (FD), dated 16.06.2009.

6. This may please be brought to the notice of all concerned for such appropriate action as is required to be taken at their respective end.

Sd/-  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Government Haryana.  
The Financial Commissioner & Principal Secretary  
to Government, Haryana,  
(Revenue and Disaster Management Department).

**U.O. No. 1/83/2008-2PR(FD)**

**Dated 2nd July, 2009.**

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

No. 1/79/2009-3PR(FD)

Dated, Chandigarh the 19th August, 2009

**ORDER**

*(made under rule 17 and the rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and rule 26 and rule 28 of the Haryana Civil Services (Assured Career Progression) Rules, 2008)*

**Subject :** Improving further the structure of pay of the Engineering Services in three Wings of P.W.D.

Whereas pay scales of the State Government employees were revised w.e.f. 01.01.2006 vide Haryana Government Notification No. G.S.R.44/Const./Art.309/09 dated 30<sup>th</sup> December, 2008 and No. G.S.R.45/Const./Art.309/08 dated 30<sup>th</sup> December, 2008.

2. Whereas the Engineers working in PWD three wings have raised the demand to modify their functional pay scales and also the ACP scales as the scales revised by the Government vide above referred notifications have caused hardship to these categories.

3. Whereas the demand of Engineers working in PWD three wings has been considered by the State Government. Accordingly, in exercise of the power vested under the provisions of rule 17 and rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, it is ordered that:-

I. The existing table appended under part-B of Section-2 of Schedule-I to the Haryana Civil Services (Revised Pay) Rules, 2008 shall be amended to the extent that after Sr. No. 31, Sr. No. 32 shall be inserted as under:-

32. Posts in PWD three wings, PWD (B&R), Irrigation and Public Health Department.

Sr. No.	Post	Pre-Revised Scale	Revised Pay Band	Revised Grade Pay
1	2	3	4	5
(i)	AE/SDE (Group-B) in three wings of PWDs	8000-13500	PB-2 (9300-34800)	5400
(ii)	AEE (Group-A) in three wings of PWDs	8000-13500	PB-3 (15600-39100)	5400
(iii)	XENs in three wings of PWDs	10000-13900	PB-3 (15600-39100)	6000
(iv)	SE in three wings of PWDs	(i) 13500-17250 (ii) 14300-18300 (after 13 years of regular satisfactory service as XEN and above)	PB-4 (37400-67000)	8700

II. In Addition and in exercise of the power vested under the provision of rule 26 and rule 28 of the Haryana Civil Services (ACP) Rules, 2008 and all other powers enabling the Government so to do, it is further ordered that:-

The existing provisions under Sr. N. 8 from (i) to (iv) (Haryana Engineering Services) of the table in Part I of Schedule I appended to the Haryana Civil Services (ACP) Rules, 2008 shall be omitted to be substituted by the following:-

<b>SDEs/AEs/AEEs/XENs/SEs in three wings of PWDs (B&amp;R, Irrigation and P.H.)</b>	Entry level pay scale for AE/SDE (Group-B in three wings of PWDs.	PB-2 (9300-34800)	5400
	Entry level pay scale for AEE (Group-A) in three wings of PWDs.	PB-3 (15600-39100)	5400
	After 5 years of regular satisfactory service after entry as SDE/AE/AEE.	PB-3 (15600-39100)	6000
	After 11 years of regular satisfactory service after entry as SDE/AE/AEE and limited to 25% of the total cadre posts in the categories of SDEs/AEs/AEEs, XENs and SEs.	PB-3 (15600-39100)	7700
	After 17 years of regular satisfactory service after entry as SDE/AE/AEE and limited to 20% of the total cadre posts in the categories of SDEs/AEs/AEEs, XENs and SEs.	PB-4 (37400-67000)	8700

4. If as a consequence of its implementation substituting the existing structure, the implication amounts of downgrading the scale of pay of any incumbent, it should not be done and such higher scale of pay may be permitted to be perpetuated in his case as a measure personal. However, subsequent grant of higher scale of pay in terms of the recommendation be made only after the ratios fall within the prescribed conditionalities permitted such a grant.

5. These instructions will take effect from 01.09.2009.

This concludes the order.

Ajit M. Sharan,  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/79/2009-3PR(FD)

Dated: 19.08.2009

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Heads of Department in Haryana.  
All Divisional Commissioners in Haryana.  
All Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

Sd/-  
Senior Accounts Officer (PR),  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/83/2008-4PR(FD)**

**Dated, Chandigarh, the 20th August, 2009**

**ORDER**

*(made under Rule 17 and the Rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008)*

**Subject : Revision/modification of Pay Scales of Art & Craft, PTI's and Cutting & Tailoring Teachers.**

Whereas pay scales of the State Government employees were revised w.e.f. 01.01.2006 vide Haryana Government Notification No. G.S.R.44/Const./Art. 309/08 dated 30<sup>th</sup> December, 2008 and No. G.S.R.45/Const./Art. 309/08 dated 30<sup>th</sup> December, 2008

2. Haryana Government revised the pay scales of its employees w.e.f. 01.01.2006 vide notification dated 30.12.2008 vide which upgraded scales were approved for the teachers. The Art & Craft, PTI's and Cutting & Tailoring Teachers have made representations to the Government saying that during the pay revision, they have not been granted parity with the scales of Government of India. As such, they have demanded that their pay scales also be revised as have been done in the case of JBT Teachers and Masters.

3. Whereas the demand of these teachers working in Education Department has been considered by the Haryana Government at length. After careful Consideration the Government have decided that the pay scales to the following cadres of Teachers be further modified notionally w.e.f. 01.01.2006 and actually w.e.f. 01.09.2009. accordingly, in exercise of the powers vested under the provision of Rule 17 and Rule 19 of the Haryana Civil Service (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, it is ordered that:-

1. The existing table appended under Part-B of Section-II of Schedule-I to the Haryana Civil Services (Revised Pay) Rules, 2008 shall be amended/substituted as given below:-

15. Posts in Education Department:-

Sr. No.	Name of the Post/Cadre	Pre-revised pay scale as on 01-01-06	Revised Pay Structure w.e.f. 01-01-06	Further modified pre-revised pay scale/revised pay Structure	
			Pay Band/Grade Pay		Pay Band/ Grade Pay
(ii)	PTI Teacher	4500-7000	9300-34800-PB-2 GP-3600	6500-10500	9300-34800-PB-2 GP-4200
(iii)	Art & Craft (Drawing Teacher)	4500-7000	9300-34800-PB-2 GP-3600	6500-10500	9300-34800-PB-2 GP-4200
(iv)	Cutting & Tailoring Teacher	4500-7000	9300-34800-PB-2 GP-3600	6500-10500	9300-34800-PB-2 GP-4200

4. These instructions will take effect notionally w.e.f. 01.01.2006 and actually w.e.f. 01.09.2009.

5. The pay of these categories of Teachers will be fixed as prescribed under the Haryana Civil Services (Revised Pay) Rules, 2008.

This concludes the order.

AJIT M. SHARAN  
Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/83/2008-4PR(FD)

Dated, Chandigarh, the 20/21.08.2009

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Heads of Departments in Haryana.  
All the Division Commissioner in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

*Sd/-*  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/83/2008-4PR(FD)

Dated, Chandigarh, the 20/21.08.2009

A copy is forwarded to the following for information and necessary action at their end:-

Accountant General (A&E/Audit) Haryana.  
Home Secretary, Chandigarh Administration.

*Sd/-*  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

#### INTERNAL CIRCULATIONS

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (F.D.)

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/46/2009-4PR(FD)**

**Dated Chandigarh, the 27th August, 2009**

**ORDER**

(To be substituted for bearing same No. & date)

**Subject : Revision of Structure of pay for the employees in the category of teachers and equivalent cadres in Universities and Colleges in Haryana.**

Whereas the Government of India, Ministry of Human Resource Development vide their order No. 1-32/2006-U-II/U-I(1), dated December 31, 2008, have notified a scheme of revision of pay of teachers and equivalent cadres in the Universities and Colleges after taking into consideration the recommendations made by the University Grant Commission; and

2. Whereas the University Grant Commission vide their letter No. F-1:2/2009(EC), dated June 26, 2009 had forwarded the approved fitment tables notified by the Govt. of India for fixation of pay of the existing incumbents who were in position as on 1.1.2006 in various categories of posts; and

3. Whereas Finance Department, Government of Haryana vide its order No. 1/46/2009:PR-4(FD), dated August 20, 2009 have revised the structure of pay of teachers and equivalent cadres in Universities and Colleges in Haryana based upon the afore-mentioned fitment tables received from the University Grant Commissioner and;

4. Whereas the Finance Department, Government of Haryana vide its Notification dated 24<sup>th</sup> August, 2009 have constituted a Committee of Officers comprised of the Chief Secretary, Finance Secretary and Education Secretary, Haryana to study various recommendations made by the MHRD, Government of India and make its recommendations to the State Government for appropriate action;

5. Now the Government of Haryana after due consideration of various recommendations made in the Government of India, Ministry of Human Resource Development letter dated 31.12.2008, and in continuation of the State Government Notifications dated 20.8.2009 and 24.8.2009, is pleased to order as follows:-

A. Subject to further guidelines to be received from UGC and other Rules/Guidelines applicable in this regard if any;

- (i) The Lecturers; Lecturers (Senior Scales) and Lecturers (Selection Grade) who have not completed 3 years of service as such on or before 31.12.2008 working in Universities and Colleges in Haryana shall be designated as Assistant Professors in the Pay Band of Rs. 15600-39100 with appropriate Academic Grade Pay as per notification of the Government of India.
- (ii) The incumbent Readers and Lecturers (Selection Grade) who had completed 3 years of service as such on or before 1.1.2006 shall be placed in the Pay Band of Rs. 37400-67000 with AGP 9000 w.e.f. 1.1.2006 and shall be re-designated as Associate Professors.



- (iii) The incumbent Readers and Lecturer (Selection Grade) who have completed 3 years as such after 1.1.2006 but on or before 31.12.2008 shall be placed in the Pay Band of Rs. 37400-67000 with AGP 9000 w.e.f. the date on which he/she so completed 3 years of said service and shall be re-designated as Associate Professors.

(B) All other recommendations contained in the MHRD letter dated 31.12.2008 shall be considered by a Committee of Officers notified vide Finance Department, Government of Haryana orders dated August 24, 2009 in the light of the regulations and conditions to be received from the UGC and or specific circumstances obtaining in the State of Haryana, in the interest of organic growth and development of higher education system in the State.

AJIT M. SHARAN  
Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/46/2009-4PR(FD)

Dated, Chandigarh, the 27<sup>th</sup> August, 2009

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Heads of Departments in Haryana.  
All the Division Commissioner in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

*Sd/-*  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

Endst. No. 1/46/2009-4PR(FD)

Dated, Chandigarh, the 27<sup>th</sup> August, 2009

A copy is forwarded to the following for information and necessary action at their end:-

Accountant General (A&E/Audit) Haryana.  
Home Secretary, Chandigarh Administration.

*Sd/-*  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

#### INTERNAL CIRCULATIONS

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (F.D.)

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

No. 1/95/2009-3PR(FD)

Dated, Chandigarh, the 27th August, 2009

**ORDER**

*(made under Rule 17 and the Rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008)*

**Subject : Revision/modification of Pay Scales of PRO's.**

Whereas pay scales of the State Government employees were revised w.e.f. 01.01.2006 vide Haryana Government Notification No. G.S.R.44/Const./Art. 309/08 dated 30<sup>th</sup> December, 2008 and No. G.S.R.45/Const./Art. 309/08 dated 30<sup>th</sup> December, 2008

2. The association of PRO's have made representations to the Government demanding parity with Naib Tehsildar, Assistant Employment Office & A.T.O., whereas DPROs demanded Class-I status with pay scale/pay band at par with DFSC. Similarly Dy. Director & Jt. Director demanded parity with Dy. Director of other departments i.e. Employment, Sports, Local Audit, Food & Supplies, Education and Health Department.

3. Whereas the demand of these employees working in Public Relation Department has been considered by the Haryana Government at length. After careful Consideration the Government have decided that the pay scales to the following posts in Information & Public Relation Department be further modified w.e.f. 01.09.2009. Accordingly, in exercise of the powers vested under the provision of Rule 17 and Rule 19 of the Haryana Civil Service (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, it is ordered that:-

1. The existing table appended under Part-B of Section-II of Schedule-I to the Haryana Civil Services (Revised Pay) Rules, 2008 shall be amended/substituted as given below:-

Sr. No	Name of the Post/Cadre	Pre-revised Existing Scale	Modified pre-revised Scale	Corresponding Revised Pay structure		
				Pay Band	Pay Band Code	Grade Pay
(i)	APRO & equivalent posts namely*	5500-9000	6500-9900	9300-34800	PB-2	4000
(ii)	DPRO & equivalent posts namely**	6500-10500+200 S.P.	7500-12000	9300-34800	PB-2	4800
(iii)	Dy. Director Equivalent posts Namely***	8000-13500+300 S.P.	10000-13900	15600-39100	PB-3	6000
(iv)	Jt. Director equivalent posts namely****	10000-15200+400 S.P.	12000-16500	15600-39100	PB-3	7600

\* Assistant Information Officer, Editor, Feature Writer & Copy Writer.

\*\* Visualizer, Art Executive, Cultural Officer, Art Officer and Editor.

\*\*\* Dy. Director (Admn.), Dy. Director (Photo) & Film Officer.

\*\*\*\* Project Director & Senior Exhibition Organizer.

4. The above revised pay structure will be effective from 01.09.2009.
5. The pay of these employees will be fixed as prescribed under the Haryana Civil Services Rules.

This concludes the order

Ajit M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/95/2009-3PR(FD)

Dated, Chandigarh, the 27.08.2009

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), High Court of Punjab & Haryana.  
All the Heads of Departments in Haryana.  
All the Division Commissioner in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

*Sd/-*

Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana Finance Department.

Endst. No. 1/95/2009-3PR(FD)

Dated, Chandigarh, the 27.08.2009

A copy is forwarded to the following for information and necessary action at their end:-

Accountant General (A&E/Audit) Haryana.  
Home Secretary, Chandigarh Administration.

*Sd/-*

Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana Finance Department.

#### INTERNAL CIRCULATIONS

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (F.D.)

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***These instructions have been modified partly vide  
No. 1/48/2010-2PR(FD), dated 03.03.2011***

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**No. 1/83/2008-2PR(FD),**

**Dated, Chandigarh, the 6th January, 2010**

The matter regarding further modifying the conditions of entitlement/eligibility to the revised pay structure for the categories of Superintendents/Deputy Superintendents/ Assistants and Clerks in the ministerial cadre in Governor House, Haryana, Haryana Vidhan Sabha, Haryana Civil Secretariat, Establishment of the Offices of Financial Commissioner & Principal Secretary to Govt. Haryana, Revenue Department, Legal Remembrancer, Haryana and Haryana Public Service Commission has been engaging the attention of the Government. The Government on careful consideration of the same, in super session of modification ordered vide U.O. No. 1/83/2008-2PR(FD), dated 02.07.2009, have now decided to further modify the same as follows, subject to the conditions hereinafter detailed below:-

Name of the post(s)/cadre	Revised Structure		Pay Band	Grade Pay
1	2		3	4
<b>Superintendents</b>	(i)	<b>Mode of Induction</b> <b>90% of the sanctioned posts-</b> By promotion from amongst Assistants Grade-I with three years regular satisfactory service/Deputy Superintendents with one year service.	PB-2 (a) 9300-34800	4800
	(ii)	<b>10% of the sanctioned posts-</b> By promotion from amongst Assistants Grade I with three years regular satisfactory service/Deputy Superintendents who qualify the departmental test (Advanced) with "Higher Standard". This shall come into force with effect from 1.7.2010. For this purpose the select list on the basis of the departmental test shall be prepared on the basis of inter-se-seniority of the candidates in their respective cadre.		
		Superintendents with four years regular satisfactory service will be placed in the scale of PB-2 with grade pay of 5400.	PB-2 (b) 9300-34800	5400
<b>Deputy Superintendents</b>		<b>Mode of Induction</b> By promotion from amongst Assistants Grade I on the basis of seniority-cum-merit.	PB-2 9300-34800	4200
<b>Assistants</b>		<b>(a) Assistant Grade-II, Mode of Induction</b>	PB-2 9300-34800	3600
	(i)	<b>75% of the sanctioned posts-</b> By promotion from amongst Clerks with three years service on the basis of seniority-cum-merit.		

1	2	3	4	
	(ii)	<b>25% of the sanctioned posts-</b> By promotion from amongst Clerks with three years service who qualify the departmental test (Intermediate) with a minimum distinction of "Higher Standard" The select list of such candidates who qualify the departmental test shall be prepared on the basis of their inter-se-seniority in the cadre of Clerks.		
		<b>(b) Assistant Grade-I</b> Assistants Grade-II with five years of satisfactory service who qualify the departmental test shall be redesignated as Assistants Grade-I and will be placed in the scale of PB-2 i.e. 9300-34800 Grade Pay 4000.	PB-2 9300-34800	4000
<b>Clerks</b>	(i)	<b>Mode of Induction</b> <b>80% of the sanctioned posts-</b> By Direct recruitment	PB-1 5200-20200	1900
	(ii)	<b>15% of the sanctioned posts-</b> promotion from amongst Group "D" employees who fulfill the educational qualifications etc. on the basis of seniority-cum-merit subject to availability of posts.		
	(iii)	<b>5% of the sanctioned posts-</b> By promotion from amongst Group "D" employees who fulfill the educational qualifications and pass the departmental test (Foundation) with a minimum of 50% marks in the aggregate, subject to availability of posts. This shall come into force with effect from 01.07.2010.		

The above revised pay structure is further subject to the following conditions:-

- (i) The incumbent Assistants who have less than 5 years of regular service as on 30.06.2010 counted from the date they were inducted as Assistants on regular or officiating basis will be designated as Assistants Grade-II. However, they will have to clear the computer literacy test after the said re-designation and increments falling due on or after 30.06.2010 shall be admissible to them only after successfully clearing the computer literacy test.
- (ii) The incumbent Assistants who have completed or shall be completing 5 years of service on or after 2.7.2009 and before 30.06.2010 counted from the date they were inducted as Assistants on regular or officiating basis will be designated as Assistants Grade-I and will be placed in the scale of PB-2, 9300-34800, Grade Pay 4000 without the pre-condition of qualifying computer literacy test. However, they will have to clear the computer literacy test after the said re-designation and increments falling due on or after 30.6.2010 shall be admissible only after they successfully clear the computer literacy test.
- (iii) The knowledge of computer shall be essential for Clerks to be recruited directly. All the existing clerks shall also have to pass the computer literacy test within 2 years failing which increments falling due on or after 30.6.2010 shall not be admissible.
- (iv) The clerks who qualify the departmental test (Intermediate) shall be deemed to have qualified the same for the purpose of being designated as Assistants Grade I on completion of 5 years regular satisfactory service as Assistants Grade II.

- (v) The withholding of increment(s) for want of clearing of the computer literacy test shall be on temporary basis and shall subsist only for such duration till the said test is cleared. The so withheld increments shall be released prospectively once the said test is cleared by the incumbent and no arrears shall be paid for the intervening period.
- (vi) Computer literacy test would mean "O" level test or CCC certification from DOEACC or passing of computer appreciation and application test with proficiency in M.S. Office and M.S. Excel or any other test prescribed by the Government.
- (vii) The introduction of departmental test/computer literacy test will come into operation with immediate effect.
- (viii) Employees attaining the age of 55 years on or before 30.6.2010 shall be exempted from departmental test and computer literacy test.
- (xi) Higher Standard would be mean passing the test by securing 60% marks in the aggregate and 50% marks in each subject.
- (x) Eligibility: Departmental Test (Foundation) - Only Group "D" employees; Departmental Test (Intermediate) - Clerks with three years regular service/ Assistants Grade II; Departmental Test (Advanced) - Assistants Grade I/Deputy Superintendents.

#### **Training/Departmental Test/Syllabus:**

- (a) Departmental tests viz. Advanced, Intermediate & Foundation shall be held atleast once in a year jointly for all departments/organizations.
- (b) The syllabus for the said test shall be prepared by the O/o Chief Secretary to Government, Haryana.
- (c) The said test shall be conducted by HIPA.
- (d) There would be no restriction on the number of attempts in which the departmental test shall have to be cleared.

Necessary amendments in the service rules shall be carried out by the Administrative Departments concerned expeditiously making them consistent with these provisions.

These shall also be subject to other relevant compliances required to be adhered in this regard. The revised pay structure shall be effective w.e.f. 2.7.2009.

The pay of these categories of employees will be fixed under normal rules of CSR.

These orders should be brought to the notice of all concerned for strict compliance.

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/83/2008-2PR(FD)

Dated, Chandigarh, the 6<sup>th</sup> January, 2010

A copy is forwarded to the following for information and necessary action:-

Registrar (General), the High Court of Punjab and Haryana at Chandigarh.

Accountant General (A&E) & (Audit), Haryana.

Director, Treasuries and Accounts, Haryana.

All concerned departments/ organisation.

*Sd/-*

Senior Accounts Officer (PR)  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

No. 1/131/2009-4PR(FD)

Dated, Chandigarh, the 7th January, 2010

**ORDER***(made under Rule 17 and the Rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008***Subject :** Revision/Modification of the pay scale of the Staff of Moti Lal Nehru Sports School, Rai (Sonipat).

Whereas pay scales of the State Government employees were revised w.e.f. 01.01.2006 vide Haryana Government Notification No. G.S.R.44/Const./Art. 309-08 dated 30<sup>th</sup> December, 2008 and No. G.S.R.45/Const./Art. 309-08 dated 30<sup>th</sup> December, 2008.

2. The matter has been further considered by the Government at length. After careful consideration Government have decided to modify the pay scales of the staff of MNSS, Rai. Accordingly, in exercise of the powers vested under the provision of Rule 17 and Rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, the pay scales of the following staff of MNSS, Rai, Sonipat are hereby revised as under:-

Sr. No.	Name of the Post	Existing Pay Scales	Revised/ Modified Pay Scale	Corresponding Pay Band and Grade Pay			Remarks
				Pay Band	Pay Band Code	Grade Pay	
1.	<b>Master (Senior Wing)</b>	6500-10500	7500-12000	9300-34800	PB-2	4800	At par with School Lecturer in Education Department w.e.f. 1.1.06
2.	<b>Master (Junior Wing)</b>	5500-9000	7450-11500	9300-34800	PB-2	4600	At par with Master in Education Department w.e.f. 1.1.06
3.	<b>PTI</b>	5000-7850	6500-10500	9300-34800	PB-2	4200	At par with PTI's Education Department w.e.f. 1.1.06 (Notional) and actual from 1.9.09
4.	<b>Coaches</b>	5500-9000	6500-10500	9300-34800	PB-2	4200	At par with Coaches in Sports Department w.e.f. 1.1.96

3. It has also been decided that necessary amendment in the Departmental Service Rules may be made by adding the additional essential qualification of School Teacher Eligibility Test (STET) immediately before making the further recruitment of Master (Senior Wing and Junior Wing) and the department may also examine the possibility of change of nomenclature of teachers and other staff as per the nomenclature prevailing in the concerned departments.



4. The pay of these categories of employees will be fixed in accordance with the rules prescribed vide extra ordinary gazette notification No. G.S.R.44/Const./Art. 309-08 dated 30<sup>th</sup> December, 2008 and No. G.S.R.45/Const./Art. 309-08 dated 30<sup>th</sup> December, 2008 and instructions issued on the subject from time to time.

This concludes the order.

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/131/2009-4PR(FD)

Dated, Chandigarh, the 7<sup>th</sup> January, 2010

A copy is forwarded to the following information and further necessary action at their end:-

All the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Head of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioner in Haryana.  
All the Sub Divisional officers (Civil) in Haryana.

Sd/-  
Senior Accounts Officer (PR)  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

Endst. No. 1/131/2009-4PR(FD)

Dated, Chandigarh, the 7<sup>th</sup> January, 2010

A copy is forwarded to the following information and further necessary action at their end:-

Accountant General (A&E)/Audit, Haryana.  
Home Secretary, Chandigarh Administration.

Sd/-  
Senior Accounts Officer (PR)  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

#### INTERNAL CIRCULATIONS

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In-charge, Computer Cell (F.D.)

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**ORDER**

*(of the Government under Rule 17 and 19 of Haryana Civil Services (Revised Pay) Rules, 2008*

**Subject : Haryana Civil Services (Revised Pay) Rules, 2008 - Revision of Pay Scales.**

Whereas the pay scales of State Government employees were revised w.e.f. 01.01.2006 vide Haryana Govt. Notification No. GSR No. 44/Const./Art. 309/08 dated 30.12.2008 and GSR No. 45/Const./Art. 309/08 dated 30.12.2008.

Whereas the Government of India has amended the revised pay structure corresponding to the pre-revised pay scale of Rs. 22400-525-24500 to Rs. 67000 - (annual increment @ 3%) – 79000 (HAG Scale) in place of PB-4 (Rs. 37400-67000) with Grade Pay of Rs. 12000/-. After careful consideration and in exercise of the powers vested under the provision of Rule 17 and 19 of Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, it is ordered that:-

- (i) Sr. No. 32 which relates to pre-revised scale of Rs. 22400-525-24500 in Section-I, Part-A of the First Schedule is hereby revised w.e.f. 01.01.2006 as under:-

Existing Functional Pay Scale		Revised Functional Pay Structure		
Sr. No.	Existing Pre-revised pay scale	Name of the pay Band/Scale	Corresponding Pay Band/Scale	Corresponding Grade Pay
32	22400-525-24500	HAG	Rs. 67000 (annual increment @ 3%) -79000	Nil

- (ii) The last row in the Table PB-4 (Rs. 37400-67000) with Grade Pay of Rs. 12000/- Section-I, Part-A of the First Schedule shall be deleted.
- (iii) The pay of the concerned employees shall be fixed as prescribed in Haryana Civil Services (Revised Pay) Rules, 2008.

Ajit M. Sharan  
Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

**Endst. No. 1/83/2008-2PR(FD)**

**Dated, Chandigarh, the 5th March, 2010.**

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**No. 6/83/2009-3PR(FD)**

From

Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th August, 2010**

**Subject :** CWP No. 12020 of 1993, 12021 of 1993, 18754 of 1991, 14493 of 1991, 15339 of 1991, 15520 of 1991, 14384 of 1991 and 12751 of 1993 - Revision of pay scale of Technical posts.

Sir,

While disposing of a bunch of CWP in main CWP No. 18754 of 1991, the Hon'ble High Court considered item No. 40 of instructions No. 6/23/3PR(FD)-88, dated 23.08.1990 and 26.07.1991 give observation as under:-

"From the reading of Pay Rules, 1986 Item No. 40 it appears that the revised pay scale has been prescribed for various technical posts in which the minimum educational qualification prescribed is Matric with ITI, meaning thereby that any person, who is working on any technical post for which the minimum qualification prescribed is Matric with ITI certificate whether he is in lower pay scale of 750-940 or various higher pay scales referred to above including Rs. 950-1500 is to be placed in the revised pay scale of Rs. 1200-2040. The rule does not prescribe that only an employee working on the technical post possessing the qualification of Matric with ITI is to be granted the revised pay scale. Pay scales of the posts and grades have been revised and not of the employees with higher qualifications. It is not in dispute that all the petitioners are working on one or the other technical posts and are in the different pay scales amongst five unrevised, pay scales and are working since last 20 to 30 years. The endorsement recruitment of the non-Matric has been stopped. Its natural corollary is that in past non-Matrics have been recruited against the posts for which the qualification prescribed is Matric with ITI"

So far as the claim of the person who were appointed prior to 01.05.1990 on these posts whose qualification was not Matric with ITI is concerned, the observation of Hon'ble High Court on this issue are as under:-

"There is another aspect the qualification is to be seen at the time of recruitment. A person possessing the requisite qualification at the time of recruitment cannot be denied the benefit of the pay scale, if at any subsequent stage the qualifications are modified. Hon'ble supreme Court in case of Chandraprakash

Madhovra Dadwa Vs. Union of India reposed as 1998 (4) RSJ considered the similar question and held as under:-

“47. To put it in a nutshell the change in the essential qualification made in 1990 or 1998 or the additional functions now required to be performed by the appellants could not retrospectively affect the initial recruitment of appellants as Data Processing Assistants nor their confirmation in 1989. Recruitment qualifications could not be altered for applied with retrospective effects so as to deprive the recruitees of their right to the posts to which they were recruited nor could it affect their confirmations.”

Thus, if the petitioners had the requisite qualification to hold the post at the time of their recruitment any qualification prescribed subsequently will not effect their right to hold the post or their entitlement for the revised pay scales on the ground that they do not possess the qualification prescribed later on.

The same issue has been again considered by the Hon'ble High Court while disposing of CWP No. 10074 of 2010 and CWP No. 10276 of 2010 with the observations which are as under:-

“In view of the above the petitioners notwithstanding the fact that they are non-Matric are entitled to the pay scale of Rs. 1200-2040 w.e.f. 01.05.1990. However, the petitioners shall be entitled to only notional benefits of the aforesaid pay scale and their salary will be fixed at par with the juniors without any monetary benefits of arrears. The petitioners shall be entitled to the pay revision, if any, thereafter”

In view of the above quoted judgments of Hon'ble High Court, it has been decided to grant the benefit of pay scales of Rs. 1200-2040 notionally w.e.f. 01.05.1990 and actually from issuance of this letter to those employees whose qualification was not Matric with ITI and they were appointed prior to 01.05.1990 on technical post whose qualification is Matric with ITI under the provisions of service rules/draft service rules/qualification prescribed otherwise.

*Sd/-*  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been substituted vide same No. & date.***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**ORDER**

**No. 1/48/2010-2PR(FD)**

**Dated, Chandigarh, the 3rd March, 2011**

**Subject :** Revision/Modification of pay scales in respect of Ministerial Cadre of Haryana Civil Secretariat, Governor House, Haryana Vidhan Sabha, FC Office, LR Office and HPSC.

Whereas sections of Government employee of above said offices have represented against Government order No. 1/83/2008-2PR(FD), dated 06-01-2010 which determines the pay structure of these offices w.e.f. 02.07.2009.

Now after careful consideration the Government has decided that the modified pay structure issued vide ibid orders shall be applicable from **01.01.2006 on notional basis and from 01.01.2011 on actual basis with the following modification** in the condition No. i and ii of ibid orders:-

- (i) The incumbent Assistants who have less than 5 years of regular service as on 01.01.2006 counted from the date they were inducted as Assistants on regular or officiating basis will be designated as Assistants Grade-II. However, they will have to clear the computer literacy test after the said re-designation and increments falling due on or after 01.07.2011 shall be admissible to them only after successfully clearing the computer literacy test.
- (ii) The incumbent Assistants who have completed or shall be completing 5 years of service on or after 01.01.2006 counted from the date they were inducted as Assistants on regular or officiating basis will be designated as Assistants Grade-I and will be placed in the scale of PB-2, 9300-34800 Grade Pay 4000 without the pre-condition of qualifying computer literacy test. However, they will have to clear the computer literacy test after the said re-designation and increments falling due on or after 01.07.2011 shall be admissible only after they successfully clear the computer literacy test.

The remaining contents and terms & condition of ibid order dated 06.01.2010 shall remain unchanged.

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Dated : Chandigarh  
the 15-02-2011

No. 1/48/2010-2PR(FD)

Dated, Chandigarh, the 03.03.2011

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government Haryana.

Registrar, the High Court of Punjab and Haryana.  
All Heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

Sd/-  
Under Secretary Finance (PR),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/48/2010-2PR(FD)

Dated, Chandigarh, the 03.03.2011

A copy is forwarded to the following for information and necessary action at their  
end :-

Accountant General (A&E/Audit), Haryana.  
Home Secretary, Chandigarh Administration.

Sd/-  
Under Secretary Finance (PR),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATION :**

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (FD)

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**TO BE SUBSTITUTED BEARING SAME NO. AND DATE****GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT****ORDER****No. 1/48/2010-2PR(FD)****Dated, Chandigarh, the 3rd March, 2011**

**Subject :** Revision/Modification of pay scales in respect of Ministerial Cadre of Haryana Civil Secretariat, Governor House, Haryana Vidhan Sabha, FC Office, LR Office and HPSC.

Whereas section of Government employee of above said offices have represented against Government order No. 1/83/2008-2PR(FD), dated 06-01-2010 which determines the pay structure of these offices w.e.f. 02.07.2009

Now after careful consideration the Government has decided that the modified pay structure issued vide ibid orders shall be applicable from **01.01.2006 on notional basis and from 01.01.2011 on actual basis** with the following modification in the condition No. i and ii of ibid orders:

- (i) The incumbent Assistants who have less than 5 years of regular service as on 01.01.2006 counted from the date they were inducted as Assistants on regular or officiating basis will be designated as Assistants Grade-II. However, they will have to clear the computer literacy test after the said re-designation and increments falling due on or after 01.07.2011 shall be admissible to them only after successfully clearing the computer literacy test.
- (ii) The incumbent Assistants who have completed or shall be completing 5 years of service on or after 01.01.2006 and before 30.6.2011 counted from the date they were inducted as Assistants on regular or officiating basis will be designated as Assistants Grade-I and will be placed in the scale of PB-2, 9300-34800 Grade Pay 4000 without the pre-condition of qualifying computer literacy test. However, they will have to clear the computer literacy test after the said re-designation and increments falling due on or after 01.07.2011 shall be admissible only after they successfully clear the computer literacy test.

The remaining contents and terms & condition of ibid order dated 06.01.2010 shall remain unchanged.

Dated, Chandigarh  
the 15.02.2011

**AJIT M. SHARAN**  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**No. 1/48/2010-2PR(FD)****Dated, Chandigarh, the 03.03.2011**

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government Haryana.

Registrar, the High Court of Punjab and Haryana.  
All Heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/48/2010-2PR(FD)

Dated, Chandigarh, the 03.03.2011

A copy is forwarded to the following for information and necessary action at their  
end :-

Accountant General (A&E/Audit), Haryana.  
Home Secretary, Chandigarh Administration.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATION :**

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (FD)

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**ORDER**

*(made under Rule-17 and Rule-19 of the Haryana Civil Services (Revised Pay) Rules, 2008)*

**No. 1/1/2011-1PR(FD)**

**Dated, Chandigarh, the 15th April, 2011**

**Subject :** Revision/modification of the pay scale/pay structure of Haryana Government employees.

Whereas pay scales of the State Government employees were revised w.e.f. 01.01.2006 vide Haryana Government Notification No. G.S.R.44/Const./Art.309/08 dated 30<sup>th</sup> December, 2008 and No. G.S.R.45/Const./Art.309/08 dated 30<sup>th</sup> December, 2008.

2. The matter has been further considered by the Government at length. After careful consideration the Govt. have decided to modify the pay structure of certain categories of Government employees. Accordingly, in exercise of the power vested under the provision of Rule-17 and Rule-19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, the pay structure of the following categories of Government employees is hereby revised/modified with effect from the date indicated against each as under :-

Sr. No.	Name of Deptt	Name of Post	Existing Pay Structure	Modified/Revised Pay Structure
1.	FCR	Assistant Editor	PB-2, Rs. 9300-34800 with Grade Pay of Rs. 4000	PB-2, Rs. 9300-34800 with Grade Pay of Rs. 4200 w.e.f. 01.04.2011.
2.	HBPE	Accountant	PB-2, Rs. 9300-34800 with Grade Pay of Rs. 3200	PB-2, Rs. 9300-34800 with Grade Pay of Rs. 3600 as a measure personal to the present incumbent w.e.f. 01.04.2011.
3.	HBPE	Management Consultants & Financial Advisor	PB-3, Rs. 15600-39100 with Grade Pay of Rs. 7600	PB-3, Rs. 15600-39100 with Grade Pay of Rs. 8000 w.e.f. 01.04.2011.
4.	Welfare of SCs & BCs Deptt.	District Welfare Officer	PB-2, Rs. 9300-34800 with Grade Pay of Rs. 4200	PB-2, Rs. 9300-34800 with Grade Pay of Rs. 4600 w.e.f. 01.04.2011.
5.	Haryana Vidhan Sabha	Senior Translator	Pre-revised pay scale Rs. 5450-8000 + 60 SP	Rs. 5500-9000 without SP w.e.f. 1-1-96 (notional) and 30-3-2007 (actual). In future the established parity between Translator of Haryana Vidhan Sabha and Assistants in Haryana Civil Secretariat shall be discontinued.

3. The pay of the categories of employees mentioned at Sr. No. 1 to 4, will be fixed under normal rules of CSR Volume-I, Part-I and the pay of the category of employees mentioned at Sr. No. 5 shall be fixed in accordance with rules prescribed under notification

No. G.S.R.3/Const./Art.309/1998, dated 07-01-1998 and No. G.S.R.4/Const./Art.309/1998, dated 07-01-1998 together with the instructions issued on the subject from time to time.

This concludes the order.

Dated Chandigarh  
The 8<sup>th</sup> April, 2011

Ajit M. Sharan  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/1/2011-1PR(FD)

Dated, Chandigarh, the 15<sup>th</sup> April, 2011

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab and Haryana.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/43/2010-1PR(FD)

Dated, Chandigarh, the 15<sup>th</sup> April, 2011

A copy is forwarded to the following for information and necessary action at their end :-

Accountant General (A&E/Audit), Haryana.  
Home Secretary, Chandigarh Administration.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATION :**

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (FD)

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/43/2010-1PR(FD)**

**Dated, Chandigarh the 25th April, 2011**

**ORDER**

*(made under rule 17 and rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and rule 26 and rule 28 of the Haryana Civil Services (Assured Career Progression) Rules, 2008)*

**Subject : Improving further the structure of pay of the Town Planner's Services in Town & Country Planning Department.**

Whereas pay scales of the State Government employees were revised w.e.f. 01.01.2006 vide Haryana Government Notification No. G.S.R.44/Const./Art.309/08 dated 30<sup>th</sup> December, 2008 and No. G.S.R.45/Const./Art.309/08 dated 30<sup>th</sup> December, 2008.

2. Whereas the Town Planners working in Town & Country Planning Department have raised the demand to modify their functional pay scales and also the ACP scales as the scales revised by the Government vide above referred notifications have caused hardship to these categories.

3. Whereas the demand of Town Planners working in Town & Country Planning Department has been considered by the State Government. Accordingly, in exercise of the power vested under the provision of rule-17 and rule-19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, it is ordered that :-

I. The existing table appended under Part-B of Section-2 of Schedule-I to the Haryana Civil Services (Revised Pay) Rules, 2008 shall be amended to the extent that after Sr. No. 32, Sr. No. 33 shall be inserted as under :-

**33. Posts in Town & Country Planning Department**

Sr. No.	Name of the Post	Pre-revised scale	Revised Pay Band	Revised Grade Pay
1	2	3	4	5
(i)	Senior Town Planner	(i) 13500-17250 (ii) 14300-18300 applicable to STPs who have rendered 13 years of regular satisfactory service as DTP and above.	PB-4, Rs. 37400-67000	8700

II. In addition and in exercise of the power vested under the provision of rule 26 and rule 28 of the Haryana Civil Services (ACP) Rules, 2008 and all other powers enabling the Government so to do, it is further ordered that :-

The existing provisions under Sr. No. 8 from (xi) to (xiii) (Haryana Town Planner Services) of the table in Part-I of Schedule-I appended to the Haryana Civil Services (ACP) Rules, 2008 shall be omitted to be substituted by the following :-

ATP/DTP/STP in Town & Country Planning Department.	Entry level pay scale for ATP (Group-A) in Town & Country Planning Department.	PB-3 (15600-39100)	5400
	After 5 years of regular satisfactory service after entry as ATP.	PB-3 (15600-39100)	6000
	After 11 years of regular satisfactory service after entry as ATP and limited to 25% of the total cadre posts in the categories of ATP, DTP, and STP.	PB-3 (15600-39100)	7600
	After 17 years of regular satisfactory service after entry as ATP and limited to 20% of the total cadre posts in the categories of ATP, DTP, and STP.	PB-3 (37400-67000)	8700

4. If as a consequence of its implementation substituting the existing structure, the implication amounts to downgrading the scale of pay of any incumbent, it should not be done and such higher scale of pay may be permitted to be perpetuated in his case as a measure personal. However, subsequent grant of higher scale of pay in terms of the recommendation be made only after the ratios fall within the prescribed conditionalities permitted such a grant.

5. These instructions will take effect from 01.04.2010.

This concludes the order.

Dated, Chandigarh  
The 19<sup>th</sup> April, 2011

Ajit M. Sharan  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/43/2010-1PR(FD)

Dated, Chandigarh, the 25<sup>th</sup> April, 2011

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab and Haryana.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

Sd/-  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**ORDER**

*(made under Rule-17 and Rule-19 of the Haryana Civil Services (Revised Pay) Rules, 2008)*

**No. 1/43/2010-1PR(FD)**

**Dated, Chandigarh, the 25th April, 2011**

**Subject : Revision/modification of the pay scale/pay structure of Haryana Government employees.**

Whereas pay scales of the State Government employees were revised w.e.f. 01.01.2006 vide Haryana Government Notification No. G.S.R.44/Const./Art.309/08 dated 30<sup>th</sup> December, 2008 and No. G.S.R.45/Const./Art.309/08 dated 30<sup>th</sup> December, 2008.

2. The matter has been further considered by the Government at length. After careful consideration the Govt. have decided to modify the pay structure of certain categories of Government employees. Accordingly, in exercise of the power vested under the provision of Rule-17 and Rule-19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, the pay structure of the following categories of Government employees is hereby revised/modified with effect from the date indicated against each as under :-

Sr. No.	Name of Department	Name of Post	Pre-revised pay scale on 01.01.2006	Revised pay structure w.e.f. 01.01.2006	Further Modified pre-revised pay scale/revised pay structure.	
1.	Social Justice & Empowerment Department (Govt. Blind School, Panipat)	Senior and Junior Brail, Music, Science, Maths, General Teacher and Brail-cum-typing Instructor	5500-9000	PB-2. Rs. 9300-34800 with Grade Pay of Rs. 3600	7450-11500	PB-2. Rs. 9300-34800 with Grade Pay of Rs. 4600 notional w.e.f. 01.01.2006 and actual from 01.04.2010.
2.	-Do-	Craft Sighted Teacher	5500-9000	PB-2. Rs. 9300-34800 with Grade Pay of Rs. 3600	6500-10500	PB-2. Rs. 9300-34800 with Grade Pay of Rs. 4200 notional w.e.f. 01.01.2006 and actual from 01.04.2010.

Sr. No.	Name of Department	Name of Post	Existing Pre-revised pay scale	Further modified pay scale	Corresponding pay band and grade Pay w.e.f. 01.01.2006.	
					Pay Band	Grade Pay
1.	Food & Supplies Department.	Joint Controller Food Accounts (JCFA)	10000-15200	13500-17250	PB-3	8000
2.	Treasuries & Accounts Department	Deputy Director (as a personal measure to the present incumbent Sh. O.P. Pasricha)	8000-13500	10000-13900	PB-3	6000

3. The pay of the above categories of employees shall be fixed in accordance with rules prescribed under notification No. G.S.R.44/Const./Art.309/2008, dated 30.12.2008 and No. G.S.R.45/Const./Art.309/2008, dated 30.12.2008 together with the instructions issued on the subject from time to time.

This concludes the order.

Dated, Chandigarh  
The 19<sup>th</sup> April, 2011

Ajit M. Sharan  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/43/2010-1PR(FD)      Dated, Chandigarh, the 25<sup>th</sup> April, 2011

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab and Haryana.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/43/2010-1PR(FD)      Dated, Chandigarh, the 25<sup>th</sup> April, 2011

A copy is forwarded to the following for information and necessary action at their end :-

Accountant General (A&E/Audit), Haryana.  
Home Secretary, Chandigarh Administration.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATION :**

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (FD)

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 4/12/02-5PR(FD)**

From

The Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Govt. Departments in Haryana,  
All the Commissioners of Divisions in Haryana,  
All the Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 14th June, 2004**

**Subject : Change of option on re-fixation of pay - clarification regarding.**

Sir,

I am directed to invite your attention to the proviso provided below explanation to note 4 provided under rule 4.4 of Punjab C.S.R. Volume I, Part I and to the specific provision regarding exercising of option for fixation of pay in rule 6 of Haryana Civil Services (Revised Pay) Rules, 1987 and Haryana Civil Services (Revised Pay) Rules, 1998 and also rule 14 of Haryana Civil Services (ACP) Rules, 1998 and to say that it has been experienced in Finance Department, that employees in various Government departments are applying for change in date of option in such cases where they have been granted higher pay scale/selection grade/promotion with retrospective date. In many instances, such requests are made after the expiry of the prescribed period for exercising option and yet the Administrative Departments recommended such cases to Finance Department for consideration and concurrence.

2. The Finance Department, after considering the matter has now decided that the Government departments must ensure that at the time of issuing an order giving higher pay scale, promotion etc. from a retrospective date it is clearly mentioned in the order that if the employee wants to re-exercise his option he can do so within a period of three months from the date of issue of such orders. Any delay in exercising revised option would not be condoned and no relaxation will be allowed by Finance Department.

3. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/83/2008/1PR(FD)****Chandigarh, dated, 7th January, 2009**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Registrar, Punjab and Haryana High Court, Chandigarh.  
All Heads of Departments in Haryana.  
All Divisional Commissioners in Haryana.  
All Deputy Commissioners in Haryana.  
All Sub Divisional Officers (Civil) in Haryana.

**Subject :** **Revised pay package formulation and implementation thereof - Documents regarding.**

Sir,

The undersigned is directed to forward a copy each of the documents indicated below for your information and suitable necessary action at your end:-

- (i) Extract from the Haryana Government Gazette (Extra) dated 30.12.2008- Haryana Civil Services (Revised Pay) Rules, 2008.
- (ii) Extract from the Haryana Government Gazette (Extra) dated 30.12.2008 – Haryana Civil Services (Assured Career Progression) Rules, 2008.
- (iii) Notification for implementation of Haryana Civil Services (Revised Pay) Rules, 2008 and Haryana Civil Services (Assured Career Progression) Rules, 2008 Fixation of Pay and Payment of Arrears Instructions regarding.
- (iv) Notification for entitlement of Dearness Allowances on pay as applicable on the Government servants who have elected to be governed or brought over to be governed by the above said rules.

2. The undersigned is further directed to impress upon you that the action required to be taken in light of the above said rules and notifications etc. should be initiated immediately to ensure that the payment of salary to all such Government servants who have elected to be governed by the above said rules or who have elected to be governed by the above said rules or who have brought over to be governed by the above said rules is made to them in the respective entitled revised scale with effect from the payment of salary for the month of January, 2009 due to be paid in February, 2009.

3. The undersigned is further directed to impress upon you that utmost care should be taken while fixing the pay in the revised pay scale entitled to the respective Government servants in accordance with the provisions of rules.

For this purpose, the rules should be carefully gone through and understood so that the probability of any mistake taking place is minimized. You are further requested to seek clarification from the Department of Finance in the Pay Revision Branch wherever any difficulty is faced in understanding/interpreting the provisions as contained in the rules or the instructions. Such consultation can be made informally or through a formal request. However, you are further requested that such consultation should be done at a personal level by sending preferably some of the employees in your Department or office, as the case may be, personally

to seek guidance in the Pay Revision Branch so as to ensure that no undue delay takes place in implementing the decision of the Government in the time frame in which the rules are to be made operational.

4. The undersigned is further directed to impress upon you that the arrears should be drawn in two installments, the first installment being restricted to 40% of the aggregate arrear during the current financial year 2008-09 and the second installment of 60% of aggregate arrear will be drawn after the receipt of instruction which will be issued separately in due course.

*Sd/-*  
Deputy Secretary, Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Chief Secretary to Government Haryana for information.

*Sd/-*  
Deputy Secretary, Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Government Haryana.

U.O. No. 1/83/2008/1PR(FD)

Dated: 07.01.09

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***This Notification has been Substituted vide No. 1/83/2008/1PR(FD),  
Dt. 27.01.2009 (Annexures Not printed).***

**HARYANA GOVERNMENT  
DEPARTMENT OF FINANCE**

***Notification***

**The 7th January, 2009**

**No. 1/83/2008/1PR(FD)**

**Subject :** Implementation of Haryana Civil Services (Revised Pay) Rules, 2008 and Haryana Civil Service (Assured Career Progression) Rules, 2008 – Fixation of Pay and Payment of Arrears – Instructions regarding.

The undersigned is directed to refer to the Haryana Civil Services (Revised Pay) Rules, 2008 notified vide GSR/Const/Article 309/08 dated 30.12.2008 and Haryana Civil Services (Assured Career Progression) Rules, 2008 notified vide GSR/Const/Article 309/08 dated 30.12.2008 to state that in terms of the provisions of these rules, the Government servants are required to exercise their option for drawal of their pay in the revised pay structure in the format prescribed in Second Schedule(copy enclosed) appended to both of the above said rules as applicable on the Government servant.

2. The sequence of action to be taken on receipt of the option will be as follows:-
- (i) The manner of initial fixation of pay in the revised pay structure has been indicated in Rule 7 of the Haryana Civil Services (Revised Pay) Rules, 2008. On the basis of this Rule, detailed Fixation Tables for each stage in each of the pre-revised scale have been worked out and are enclosed as Annexure-1 to this notification. These tables may be used for the purpose of fixation of pay in the revised pay structure.
  - (ii) The tables in Annex-I will be applicable in cases where normal replacement pay scales have been approved by the Government. In cases of upgradation of posts, fixation of pay will be done as prescribed in Note 2 below Rule 7(1) and in the manner indicated in Illustration 4 respectively of the Explanatory Memorandum to the HCS (Revised Pay) Rules, 2008.
  - (iii) In terms of the HCS (Revised Pay) Rules, 2008, there shall be a uniform date of increment, i.e. 1st July of the year after implementation of the revised pay structure. Consequently, in the case of employees whose date of next increment falls on 1.1.2006, the increment will be drawn in the pre-revised scale and pay be fixed in accordance with the tables after including this increment. The next increment in the revised pay structure in such cases will be drawn on 1st July, 2006.
  - (iv) On fixation of pay in the applicable revised pay band and grade pay or in the pay scale, as the case may be, pay and allowances for the month of January, 2009 to be paid in the month of February, 2009 may be drawn and paid on the basis of the revised pay structure and the applicable allowances thereon after deduction of enhanced subscription to the General Provident Fund which will be calculated with reference to the revised basic pay. Insofar as the employees who have joined on or after 1.1.2006 are concerned, the enhanced deductions under the

New Pension Scheme will be calculated with reference to the revised basic pay and DA thereon.

“Basic pay” in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, personal pay, etc.

- (v) Bills may be drawn separately in respect of the arrears of pay and allowances for the period from January 1, 2006 to December, 2008. The aggregate arrears, computed after deduction of subscription at enhanced rates of GPF and New Pension Scheme with reference to the revised pay, may be paid in two installments, the first installment being restricted to 40% of the aggregate arrears during the current financial year 2008-09. DDOs will ensure that action is taken simultaneously in regard to Government's contribution towards enhanced subscription. Orders about modalities of making of payment in regard to the payment of the second installment of 60% of aggregate arrears will be issued separately in due course.
- (vi) Similar sequential action as indicated above may be taken for the authorization of the revised pay and allowances of those employees whose options might be received later.

3. The arrear claims shall be drawn only after the fixation of pay in the pay band and grade pay has been pre-checked by concerned Accounts Personnel (SAs) and a certification to that effect is endorsed by the concerned Drawing & Disbursing Officer authenticating the correctness of pay fixation and calculation of arrears.

4. In order to ensure correct and systematic fixation of pay in the revised pay structure, a Proforma for the purpose (Statement of Fixation of Pay) is enclosed (Annexure-II) (for Haryana Civil Services(Revised Pay) Rules, 2008 & for HCS (ACP) Rules, 2008 in Annexure-II A). The statement should be prepared in triplicate and a copy thereof should be pasted in the Service Book of the Government servant concerned another one copy be made available to the concerned accounting authorities (Chief Account Officer/Senior Account Officer/Accounts Officer/Section Officer of the Finance Department or any other account knowing person already posted in their department for post check. Where there are no accounts knowing personnel, Director, Treasury and Accounts will arrange such assistance, if asked for). The Pay of Heads of Offices and those Officers who are themselves Drawing & Disbursing Officers, will be fixed by their Head of Department and that of the Heads of Departments will be fixed by their Administrative Departments. Further, while computing and authorising the arrear the relevant installment of dearness allowance paid between July 1, 2006 and December, 2008 shall also be adjusted.

5. It is not unlikely that the arrears due in some cases may be computed incorrectly leading to overpayments that might have to be recovered subsequently even after this exercise. The Drawing & Disbursing Officers should, therefore, make it clear to the employees under their administrative control, while drawing arrears that the payments are being made subject to adjustment from amounts that may be due to them subsequently should any discrepancies be noted later. For this purpose, an undertaking may also be obtained in writing from every employee at the time of drawal of arrears/pay and allowances for January, 2008, to the effect that in such cases excess payment that may be found to have been made as a result of incorrect fixation of pay in the revised pay structure will be refunded by him to Government either by adjustment against future payments or otherwise. A specimen form of the undertaking is also enclosed (Annexure-III).

6. The fixation of pay and calculation of arrears shall also be subject to rectification and adjustments in certain cases where a particular pre-revised scale has been granted to Government employees at the strength of some interim orders of the Court of Law or on the basis of some interim orders by any Court of Law, after the case has been decided finally and suitable appropriate decision has been taken by the Government on such final decision. The Drawing & Disbursing Officer should, therefore, also make it clear to such employees under their administrative control, while disbursing the arrear/pay and allowances in the revised pay structure, that payments are being made subject to appropriate decision taken by the Government on such final decision of the Court of Law. A specimen form of undertaking is also enclosed (Annexure-IV).
7. In authorizing the arrears, Income Tax as due may also be deducted and credited to Government in accordance with the instructions on the subject. In case a Government servant wishes to deposit his arrears in his General Provident Fund account, this may be permitted.
8. On receipt of the necessary options, action for drawl and disbursement of arrears should be completed immediately.
9. A Government servant has an option under CSR to get his pay fixed in the higher post either from the date of his promotion, or from date of his next increment, viz. 1st July of the year.
10. Where pre-revised pay scales have been modified subject to amendment in service rules, concerned authority/Accounts Personnel shall ensure that such modifications in pay scales are given effect only after amendment in the relevant service rules.
11. The selection grade for all groups i.e. group 'A', 'B', 'C' and 'D' shall be discontinued w.e.f. 01.01.2006 for the posts to which selection grade was admissible prior to 01.01.2006.

VIJAI VARDHAN,  
Special Secretary Finance,  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

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**(To be substituted bearing same No. & date)**

**HARYANA GOVERNMENT  
DEPARTMENT OF FINANCE**

***CORRIGENDUM***

**The 27th January, 2009**

**No. 1/83/2008/1PR(FD),**

**Dated, 7th January, 2009**

**Subject : Implementation of Haryana Civil Services (Revised Pay) Rules, 2008 and Haryana Civil Service (Assured Career Progression) Rules, 2008 – Fixation of Pay and Payment of Arrears – Instructions regarding.**

The undersigned is directed to refer to the Haryana Civil Services (Revised Pay) Rules, 2008 notified vide GSR/Const/Article 309/08 dated 30.12.2008 and Haryana Civil Services (Assured Career Progression) Rules, 2008 notified vide GSR/Const/Article 309/08 dated 30.12.2008 to state that in terms of the provisions of these rules, the Government servants are required to exercise their option for drawal of their pay in the revised pay structure in the format prescribed in Second Schedule(copy enclosed) appended to both of the above said rules as applicable on the Government servant.

2. The sequence of action to be taken on receipt of the option will be as follows:-

- (i) The manner of initial fixation of pay in the revised pay structure has been indicated in Rule 7 of the Haryana Civil Services (Revised Pay) Rules, 2008. On the basis of this Rule, detailed Fixation Tables for each stage in each of the pre-revised scale have been worked out and are enclosed as Annexure-1 to this notification. These tables may be used for the purpose of fixation of pay in the revised pay structure.
- (ii) The tables in Annex-I will be applicable in cases where normal replacement pay scales have been approved by the Government. In cases of upgradation of posts, fixation of pay will be done as prescribed in Note 2 below Rule 7(1) and in the manner indicated in Illustration 4 respectively of the Explanatory Memorandum to the HCS (Revised Pay) Rules, 2008.
- (iii) In terms of the HCS (Revised Pay) Rules, 2008, there shall be a uniform date of increment i.e. 1st July of the year after implementation of the revised pay structure. Consequently, in the case of employees whose date of next increment falls on 1.1.2006, the increment will be drawn in the pre-revised scale and pay be fixed in accordance with the tables after including this increment. The next increment in the revised pay structure in such cases will be drawn on 1st July, 2006.
- (iv) On fixation of pay in the applicable revised pay band and grade pay or in the pay scale, as the case may be, pay and allowances for the month of January, 2009 to be paid in the month of February, 2009 may be drawn and paid on the basis of the revised pay structure and the applicable allowances thereon after deduction of enhanced subscription to the General Provident Fund which will be calculated with reference to the revised basic pay. Insofar as the employees who have joined on or after 1.1.2006 are concerned, the enhanced deductions under the

New Pension Scheme will be calculated with reference to the revised basic pay and DA thereon.

“Basic pay” in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, personal pay, etc.

- (v) Bills may be drawn separately in respect of the arrears of pay and allowances for the period from January 1, 2006 to December, 2008. The aggregate arrears, computed after deduction of subscription at enhanced rates of GPF and New Pension Scheme with reference to the revised pay, may be paid in two installments, the first installment being restricted to 40% of the aggregate arrears during the current financial year 2008-09. DDOs will ensure that action is taken simultaneously in regard to Government's contribution towards enhanced subscription. Orders about modalities of making of payment in regard to the payment of the second installment of 60% of aggregate arrears will be issued separately in due course.
- (vi) Similar sequential action as indicated above may be taken for the authorization of the revised pay and allowances of those employees whose options might be received later.

3. The arrear claims shall be drawn only after the fixation of pay in the pay band and grade pay has been pre-checked by concerned Accounts Personnel (SAS) and a certification to that effect is endorsed by the concerned Drawing & Disbursing Officer authenticating the correctness of pay fixation and calculation of arrears.

4. In order to ensure correct and systematic fixation of pay in the revised pay structure, a Proforma for the purpose (Statement of Fixation of Pay) is enclosed (Annexure-II) (for Haryana Civil Services(Revised Pay) Rules, 2008 & for HCS (ACP) Rules, 2008 in Annexure-II A). The statement should be prepared in triplicate and a copy thereof should be pasted in the Service Book of the Government servant concerned another one copy be made available to the concerned accounting authorities (Chief Account Officer/Senior Account Officer/Accounts Officer/Section Officer of the Finance Department or any other account knowing person already posted in their department for post check. Where there are no accounts knowing personnel, Director, Treasury and Accounts will arrange such assistance, if asked for). The Pay of Heads of Offices and those Officers who are themselves Drawing & Disbursing Officers, will be fixed by their Head of Department and that of the Heads of Departments will be fixed by their Administrative Departments. Further, while computing and authorising the arrear the relevant installment of dearness allowance paid between July 1, 2006 and December, 2008 shall also be adjusted.

5. It is not unlikely that the arrears due in some cases may be computed incorrectly leading to overpayments that might have to be recovered subsequently even after this exercise. The Drawing & Disbursing Officers should, therefore, make it clear to the employees under their administrative control, while drawing arrears that the payments are being made subject to adjustment from amounts that may be due to them subsequently should any discrepancies be noted later. For this purpose, an undertaking may also be obtained in writing from every employee at the time of drawal of arrears/pay and allowances for January, 2008, to the effect that in such cases excess payment that may be found to have been made as a result of incorrect fixation of pay in the revised pay structure will be refunded by him to Government either by adjustment against future payments or otherwise. A specimen form of the undertaking is also enclosed (Annexure-III).

6. The fixation of pay and calculation of arrears shall also be subject to rectification and adjustments in certain cases where a particular pre-revised scale has been granted to Government employees at the strength of some interim orders of the Court of Law or on the basis of some interim orders by any Court of Law, after the case has been decided finally and suitable appropriate decision has been taken by the Government on such final decision. The Drawing & Disbursing Officer should, therefore, also make it clear to such employees under their administrative control, while disbursing the arrear/pay and allowances in the revised pay structure, that payments are being made subject to appropriate decision taken by the Government on such final decision of the Court of Law. A specimen form of undertaking is also enclosed (Annexure-IV).
7. In authorizing the arrears, Income Tax as due may also be deducted and credited to Government in accordance with the instructions on the subject. In case a Government servant wishes to deposit his arrears in his General Provident Fund account, this may be permitted.
8. On receipt of the necessary options, action for drawl and disbursement of arrears should be completed immediately.
9. A Government servant has an option under CSR to get his pay fixed in the higher post either from the date of his promotion, or from date of his next increment, viz. 1st July of the year.
10. Where pre-revised pay scales have been modified subject to amendment in service rules, concerned authority/Accounts Personnel shall ensure that such modification in pay scales are given effect only after amendment in the relevant service rules.
11. The selection grade for all groups i.e. group 'A', 'B', 'C' and 'D' shall be discontinued w.e.f. 01.01.2006 for the posts to which selection grade was admissible prior to 01.01.2006.

VIJAI VARDHAN,  
Special Secretary Finance,  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.



**THE SECOND SCHEDULE****Form of Option***[ See Rule 6(1) ]*

\* (i) I \_\_\_\_\_ hereby elect the revised pay structure with effect from 1st January, 2006.

\* (ii) I \_\_\_\_\_ hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until:

\* the date of my next increment

The date of my subsequent increment raising my pay to Rs.

I vacate or cease to draw pay in the existing scale.

The date of my promotion to \_\_\_\_\_

Existing Scale \_\_\_\_\_

Date:

Signature: \_\_\_\_\_

Station:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Office in which employed \_\_\_\_\_

\* To be scored out, if not applicable.

**Annexure - II**  
**Statement of fixation of pay under**  
**Haryana Civil Service (Revised Pay) Rules, 2008**

Sr. No.	Particulars
1.	Name of the Government servant
2.	Designation of the post in which pay is to be fixed as on January 1, 2006
3.	Status (Substantive/Officiating)
4.	Pre-revised scale(s) of pay applicable for the post (In case more than one scale of pay is applicable for the post and these have been merged in pursuance of the recommendation of the PRC in a single revised scale, the scale of the pay in which the employee was actually drawing his pay should be specified)
5.	Existing emoluments as on January 1, 2006-
	(a) Basic Pay (including Stagnation Increments, if any)
	(b) Dearness Pay
	(c) Dearness Allowance applicable at AICPI average 536 (1982=100)
	(d) Total existing emoluments [(a) to (c) ]
6.	Revised pay band and grade pay corresponding to the pre-revised scale shown at Sl.No. 4 above
7.	Pay in the revised pay band/scale in which pay is to be fixed as per the fitment table attached at Annex-I.
8.	Grade Pay to be applied in terms of Rule 4 of HCS (RP) Rules, 2008.
9.	Stepped up pay with reference to the revised pay of Junior, if applicable [Notes 7 and 10 below rule 7(1) of HCS (RP) Rules, 2008]. Name and Pay of the Junior also to be indicated distinctly.
10.	Revised pay with reference to the Substantive Pay in the cases where the pay fixed in the Officiating post is lower than the pay fixed in the Substantive post if applicable [Sub Rule (2) of Rule 7]
11.	Personal Pay, if any [Notes 6 and 8 below Rule 7(1) ].
12.	Revised emoluments after fixation
	(a) Pay in the Revised Pay Band/Pay Scale
	(b) Grade Pay
	(c) Special Pay, if admissible (Sub Rule 1(C) of Rule 7)
	(d) Personal Pay, if admissible
	(e) Non-Practicing Allowance, if admissible [Sub Rule 1(D) of Rule 7]
13.	Date of next increment (Rules 9 & 10) and pay after grant of increment.

**Date of Increment****Pay after Increment**

Pay in the Pay Band/Scale	Grade Pay (Wherever applicable)

14. Any other relevant information.

Date:

Signature & Designation  
of Head of Office

**Annexure – II - A****Statement of fixation of pay under Haryana Civil Service (Assured Career Progression) Rules, 2008**

Sr. No.	Particulars	
1.	Name of the Government servant	
2.	Designation of the post in which pay is to be fixed as on January 1, 2006	
3.	Status (Substantive/Officiating)	
4.	Pre-revised scale(s) of pay applicable for the post (In case more than one scale of pay is applicable for the post and these have been merged in pursuance of the recommendation of the PRC in a single revised scale, the scale of the pay in which the employee was actually drawing his pay should be specified)	
5.	Existing emoluments as on January 1, 2006-	
	(a) Basic Pay (including Stagnation Increments, if any)	
	(b) Dearness Pay	
	(c) Dearness Allowance applicable at AICPI average 536(1982=100)	
	(d) Total existing emoluments [(a) to (c) ]	
6.	Revised pay band and grade pay corresponding to the pre-revised scale shown at Sl.No. 4 above	
7.	Pay in the revised pay band/scale in which pay is to be fixed as per the fitment table attached at Annex-I.	
8.	Grade Pay to be applied in terms of Rule 4 & 5 of HCS (ACP) Rules, 2008.	
9.	Stepped up pay with reference to the revised pay of Junior, if applicable also. Name and Pay of the Junior also to be indicated distinctly and Rule under which stepping up is possible.	
10.	Revised pay with reference to the Substantive Pay in the cases where the pay fixed in the Officiating post is lower than the pay fixed in the Substantive post if applicable [Sub Rule (2) of Rule 7]	
11.	Personal Pay, if any [Notes 6 and 8 below Rule 7(1) ].	
12.	Revised emoluments after fixation	
	(a) Pay in the Revised Pay Band/Pay Scale	
	(b) Grade Pay	
	(c) Special Pay, if admissible (Sub Rule 1(C) of Rule 7)	
	(d) Personal Pay, if admissible	
	(e) Non-Practicing Allowance, if admissible [Sub Rule 1(D) of Rule 7]	
13.	Date of next increment (Rules 9 & 10) and pay after grant of increment.	

**Date of Increment****Pay after Increment**

Pay in the Pay Band/Scale	Grade Pay (Wherever applicable)

14. Any other relevant information.

Date:

Signature & Designation  
of Head of Office

**Annexure - III****UNDERTAKING**

I hereby undertake that any payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustments against future payments due to me or otherwise.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Station: \_\_\_\_\_ Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Annexure - IV****UNDERTAKING**

I hereby undertake that as a result of any rectification or adjustment in the pay scale granted to me on the strength of any interim order by any Court of Law or on the basis of any interim order by any Court of Law, any excess amount which may be found to have been made as a result of relevant appropriate decision taken by the Government on the final decision of the Court of Law, will be refunded by me to the Government either by adjustment against future payments due to me or otherwise. I further undertake to abide by such relevant appropriate decision of the Government taken on the final decision of such Court of Law as the case may be.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Station: \_\_\_\_\_ Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Annexure - I**  
**Fitment Tables**

**Pre-revised scale (1)**  
Rs. 2550-55-2660-EB-60-3200

**Revised Pay Band + Grade Pay**  
-1S Rs. 4440-7440 + Rs. 1300

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
2,550	4,750	1,300	6,050
2,605	4,850	1,300	6,150
2,660	4,950	1,300	6,250
2,720	5,060	1,300	6,360
2,780	5,180	1,300	6,480
2,840	5,290	1,300	6,590
2,900	5,400	1,300	6,700
2,960	5,510	1,300	6,810
3,020	5,620	1,300	6,920
3,080	5,730	1,300	7,030
3,140	5,840	1,300	7,140
3,200	5,960	1,300	7,260
<b>3,260</b>	<b>6,070</b>	<b>1,300</b>	<b>7,370</b>
<b>3,320</b>	<b>6,180</b>	<b>1,300</b>	<b>7,480</b>
<b>3,380</b>	<b>6,290</b>	<b>1,300</b>	<b>7,590</b>

**Pre-revised scale (2)**  
Rs. 2610-60-3150-EB-65-3540

**Revised Pay Band + Grade Pay**  
-1S Rs. 4440-7440 + Rs. 1400

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
2,610	4,860	1,400	6,260
2,670	4,970	1,400	6,370
2,730	5,080	1,400	6,480
2,790	5,190	1,400	6,590
2,850	5,310	1,400	6,710
2,910	5,420	1,400	6,820
2,970	5,530	1,400	6,930
3,030	5,640	1,400	7,040
3,090	5,750	1,400	7,150
3,150	5,860	1,400	7,260
3,215	5,980	1,400	7,380
3,280	6,110	1,400	7,510
3,345	6,230	1,400	7,630
3,410	6,350	1,400	7,750
3,475	6,470	1,400	7,870
3540	6,590	1,400	7,990
<b>3,605</b>	<b>6,710</b>	<b>1,400</b>	<b>8,110</b>
<b>3,670</b>	<b>6,830</b>	<b>1,400</b>	<b>8,230</b>
<b>3,735</b>	<b>6,950</b>	<b>1,400</b>	<b>8,350</b>

**Pre-revised scale (3)**

Rs. 2650-65-3300-EB-70-4000

**Revised Pay Band + Grade Pay**

-1S Rs. 4440-7440 + Rs. 1650

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
2,650	4,930	1,650	6,580
2,715	5,050	1,650	6,700
2,780	5,180	1,650	6,830
2,845	5,300	1,650	6,950
2,910	5,420	1,650	7,070
2,975	5,540	1,650	7,190
3,040	5,660	1,650	7,310
3,105	5,780	1,650	7,430
3,170	5,900	1,650	7,550
3,235	6,020	1,650	7,670
3,300	6,140	1,650	7,790
3,370	6,270	1,650	7,920
3,440	6,400	1,650	8,050
3,510	6,530	1,650	8,180
3,580	6,660	1,650	8,310
3,650	6,790	1,650	8,440
3,720	6,920	1,650	8,570
3,790	7,050	1,650	8,700
3,860	7,180	1,650	8,830
3,930	7,310	1,650	8,960
4,000	7,440	1,650	9,090
<b>4,070</b>	<b>7,570</b>	<b>1,650</b>	<b>9,220</b>
<b>4,140</b>	<b>7,700</b>	<b>1,650</b>	<b>9,350</b>
<b>4,210</b>	<b>7,840</b>	<b>1,650</b>	<b>9,490</b>

**Pre-revised scale (4)**

Rs. 3050-75-3950-EB-80-4350

**Revised Pay Band + Grade Pay**

PB-1, Rs. 5200-20200 + Rs. 1800

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
3,050	5,680	1,800	7,480
3,125	5,820	1,800	7,620
3,200	5,960	1,800	7,760
3,275	6,100	1,800	7,900
3,350	6,240	1,800	8,040
3,425	6,380	1,800	8,180
3,500	6,510	1,800	8,310
3,575	6,650	1,800	8,450
3,650	6,790	1,800	8,590
3,725	6,930	1,800	8,730
3,800	7,070	1,800	8,870
3,875	7,210	1,800	9,010
3,950	7,350	1,800	9,150
4,030	7,500	1,800	9,300
4,110	7,650	1,800	9,450
4,190	7,800	1,800	9,600
4,270	7,950	1,800	9,750
4,350	8,100	1,800	9,900
4,430	8,240	1,800	10,040
4,510	8,390	1,800	10,190
4,590	8,540	1,800	10,340
<b>4,670</b>	<b>8,690</b>	<b>1,800</b>	<b>10,490</b>
<b>4,750</b>	<b>8,840</b>	<b>1,800</b>	<b>10,640</b>
<b>4,830</b>	<b>8,990</b>	<b>1,800</b>	<b>10,790</b>

**Pre-revised scale (5)**

Rs. 3050-75-3950-EB-80-4590

**Revised Pay Band + Grade Pay**

PB-1, Rs. 5200-20200 + Rs. 1900

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
3,050	5,680	1,900	7,580
3,125	5,820	1,900	7,720
3,200	5,960	1,900	7,860
3,275	6,100	1,900	8,000
3,350	6,240	1,900	8,140
3,425	6,380	1,900	8,280
3,500	6,510	1,900	8,410
3,575	6,650	1,900	8,550
3,650	6,790	1,900	8,690
3,725	6,930	1,900	8,830
3,800	7,070	1,900	8,970
3,875	7,210	1,900	9,110
3,950	7,350	1,900	9,250
4,030	7,500	1,900	9,400
4,110	7,650	1,900	9,550
4,190	7,800	1,900	9,700
4,270	7,950	1,900	9,850
4,350	8,100	1,900	10,000
4,430	8,240	1,900	10,140
4,510	8,390	1,900	10,290
4,590	8,540	1,900	10,440
<b>4,670</b>	<b>8,690</b>	<b>1,900</b>	<b>10,590</b>
<b>4,750</b>	<b>8,840</b>	<b>1,900</b>	<b>10,740</b>
<b>4,830</b>	<b>8,990</b>	<b>1,900</b>	<b>10,890</b>



**Pre-revised scale (6)**

Rs. 3050-85-4325-EB-100-5325

**Revised Pay Band + Grade Pay**

PB-1, Rs. 5200-20200 + Rs. 1950

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
3,050	5,680	1,950	7,630
3,135	5,840	1,950	7,790
3,220	5,990	1,950	7,940
3,305	6,150	1,950	8,100
3,390	6,310	1,950	8,260
3,475	6,470	1,950	8,420
3,560	6,630	1,950	8,580
3,645	6,780	1,950	8,730
3,730	6,940	1,950	8,890
3,815	7,100	1,950	9,050
3,900	7,260	1,950	9,210
3,985	7,420	1,950	9,370
4,070	7,580	1,950	9,530
4,155	7,730	1,950	9,680
4,240	7,890	1,950	9,840
4,325	8,050	1,950	10,000
4,425	8,240	1,950	10,190
4,525	8,420	1,950	10,370
4,625	8,610	1,950	10,560
4,725	8,790	1,950	10,740
4,825	8,980	1,950	10,930
4,925	9,170	1,950	11,120
5,025	9,350	1,950	11,300
5,125	9,540	1,950	11,490
5,225	9,720	1,950	11,670
5,325	9,910	1,950	11,860
5,425	10,100	1,950	12,050
5,525	10,280	1,950	12,230
5,625	10,470	1,950	12,420

**Pre-revised scale (7)****Revised Pay Band + Grade Pay**

Rs. 3200-85-3880-EB-85-4900

PB-1, Rs. 5200-20200 + Rs. 2000

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
3,200	5,960	2,000	7,960
3,285	6,110	2,000	8,110
3,370	6,270	2,000	8,270
3,455	6,430	2,000	8,430
3,540	6,590	2,000	8,590
3,625	6,750	2,000	8,750
3,710	6,910	2,000	8,910
3,795	7,060	2,000	9,060
3,880	7,220	2,000	9,220
3,965	7,380	2,000	9,380
4,050	7,540	2,000	9,540
4,135	7,700	2,000	9,700
4,220	7,850	2,000	9,850
4,305	8,010	2,000	10,010
4,390	8,170	2,000	10,170
4,475	8,330	2,000	10,330
4,560	8,490	2,000	10,490
4,645	8,640	2,000	10,640
4,730	8,800	2,000	10,800
4,815	8,960	2,000	10,960
4,900	9,120	2,000	11,120
<b>4,985</b>	<b>9,280</b>	<b>2,000</b>	<b>11,280</b>
<b>5,070</b>	<b>9,430</b>	<b>2,000</b>	<b>11,430</b>
<b>5,155</b>	<b>9,590</b>	<b>2,000</b>	<b>11,590</b>

**Pre-revised scale (8)**

Rs. 4000-100-4800-EB-100-6000

**Revised Pay Band + Grade Pay**

PB-1, Rs. 5200-20200 + Rs. 2400

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
4,000	7,440	2,400	9,840
4,100	7,630	2,400	10,030
4,200	7,820	2,400	10,220
4,300	8,000	2,400	10,400
4,400	8,190	2,400	10,590
4,500	8,370	2,400	10,770
4,600	8,560	2,400	10,960
4,700	8,750	2,400	11,150
4,800	8,930	2,400	11,330
4,900	9,120	2,400	11,520
5,000	9,300	2,400	11,700
5,100	9,490	2,400	11,890
5,200	9,680	2,400	12,080
5,300	9,860	2,400	12,260
5,400	10,050	2,400	12,450
5,500	10,230	2,400	12,630
5,600	10,420	2,400	12,820
5,700	10,610	2,400	13,010
5,800	10,790	2,400	13,190
5,900	10,980	2,400	13,380
6,000	11,160	2,400	13,560
<b>6,100</b>	<b>11,350</b>	<b>2,400</b>	<b>13,750</b>
<b>6,200</b>	<b>11,540</b>	<b>2,400</b>	<b>13,940</b>
<b>6,300</b>	<b>11,720</b>	<b>2,400</b>	<b>14,120</b>

**Pre-revised scale (9)**

Rs. 4400-100-5200-EB-100-6000

**Revised Pay Band + Grade Pay**

PB-1, Rs. 5200-20200 + Rs. 2500

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
4,400	8,190	2,500	10,690
4,500	8,370	2,500	10,870
4,600	8,560	2,500	11,060
4,700	8,750	2,500	11,250
4,800	8,930	2,500	11,430
4,900	9,120	2,500	11,620
5,000	9,300	2,500	11,800
5,100	9,490	2,500	11,990
5,200	9,680	2,500	12,180
5,300	9,860	2,500	12,360
5,400	10,050	2,500	12,550
5,500	10,230	2,500	12,730
5,600	10,420	2,500	12,920
5,700	10,610	2,500	13,110
5,800	10,790	2,500	13,290
5,900	10,980	2,500	13,480
6,000	11,160	2,500	13,660
<b>6,100</b>	<b>11,350</b>	<b>2,500</b>	<b>13,850</b>
<b>6,200</b>	<b>11,540</b>	<b>2,500</b>	<b>14,040</b>
<b>6,300</b>	<b>11,720</b>	<b>2,500</b>	<b>14,220</b>

**Pre-revised scale (10)**

Rs. 4500-125-6000-EB-125-7000

**Revised Pay Band + Grade Pay**

PB-1, Rs. 5200-20200 + Rs. 2800

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
4,500	8,370	2,800	11,170
4,625	8,610	2,800	11,410
4,750	8,840	2,800	11,640
4,875	9,070	2,800	11,870
5,000	9,300	2,800	12,100
5,125	9,540	2,800	12,340
5,250	9,770	2,800	12,570
5,375	10,000	2,800	12,800
5,500	10,230	2,800	13,030
5,625	10,470	2,800	13,270
5,750	10,700	2,800	13,500
5,875	10,930	2,800	13,730
6,000	11,160	2,800	13,960
6,125	11,400	2,800	14,200
6,250	11,630	2,800	14,430
6,375	11,860	2,800	14,660
6,500	12,090	2,800	14,890
6,625	12,330	2,800	15,130
6,750	12,560	2,800	15,360
6,875	12,790	2,800	15,590
7,000	13,020	2,800	15,820
<b>7,125</b>	<b>13,260</b>	<b>2,800</b>	<b>16,060</b>
<b>7,250</b>	<b>13,490</b>	<b>2,800</b>	<b>16,290</b>
<b>7,375</b>	<b>13,720</b>	<b>2,800</b>	<b>16,520</b>

**Pre-revised scale (11)**

Rs. 5000-150-7100-EB-150-7850

**Revised Pay Band + Grade Pay**

PB-2, Rs. 9300-34800 + Rs. 3200

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
5,000	9,300	3,200	12,500
5,150	9,580	3,200	12,780
5,300	9,860	3,200	13,060
5,450	10,140	3,200	13,340
5,600	10,420	3,200	13,620
5,750	10,700	3,200	13,900
5,900	10,980	3,200	14,180
6,050	11,260	3,200	14,460
6,200	11,540	3,200	14,740
6,350	11,820	3,200	15,020
6,500	12,090	3,200	15,290
6,650	12,370	3,200	15,570
6,800	12,650	3,200	15,850
6,950	12,930	3,200	16,130
7,100	13,210	3,200	16,410
7,250	13,490	3,200	16,690
7,400	13,770	3,200	16,970
7,550	14,050	3,200	17,250
7,700	14,330	3,200	17,530
7,850	14,610	3,200	17,810
8,000	14,880	3,200	18,080
<b>8,150</b>	<b>15,160</b>	<b>3,200</b>	<b>18,360</b>
<b>8,300</b>	<b>15,440</b>	<b>3,200</b>	<b>18,640</b>
<b>8,450</b>	<b>15,720</b>	<b>3,200</b>	<b>18,920</b>

**Pre-revised scale (12)**

Rs. 5450-150-6950-EB-150-8000

**Revised Pay Band + Grade Pay**

PB-2, Rs. 9300-34800 + Rs. 3300

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
5,450	10,140	3,300	13,440
5,600	10,420	3,300	13,720
5,750	10,700	3,300	14,000
5,900	10,980	3,300	14,280
6,050	11,260	3,300	14,560
6,200	11,540	3,300	14,840
6,350	11,820	3,300	15,120
6,500	12,090	3,300	15,390
6,650	12,370	3,300	15,670
6,800	12,650	3,300	15,950
6,950	12,930	3,300	16,230
7,100	13,210	3,300	16,510
7,250	13,490	3,300	16,790
7,400	13,770	3,300	17,070
7,550	14,050	3,300	17,350
7,700	14,330	3,300	17,630
7,850	14,610	3,300	17,910
8,000	14,880	3,300	18,180
<b>8,150</b>	<b>15,160</b>	<b>3,300</b>	<b>18,460</b>
<b>8,300</b>	<b>15,440</b>	<b>3,300</b>	<b>18,740</b>
<b>8,450</b>	<b>15,720</b>	<b>3,300</b>	<b>19,020</b>

**Pre-revised scale (13)**

Rs. 5500-175-8300-EB-175-9000

**Revised Pay Band + Grade Pay**

PB-2, Rs. 9300-34800 + Rs. 3600

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
5,500	10,230	3,600	13,830
5,675	10,560	3,600	14,160
5,850	10,890	3,600	14,490
6,025	11,210	3,600	14,810
6,200	11,540	3,600	15,140
6,375	11,860	3,600	15,460
6,550	12,190	3,600	15,790
6,725	12,510	3,600	16,110
6,900	12,840	3,600	16,440
7,075	13,160	3,600	16,760
7,250	13,490	3,600	17,090
7,425	13,820	3,600	17,420
7,600	14,140	3,600	17,740
7,775	14,470	3,600	18,070
7,950	14,790	3,600	18,390
8,125	15,120	3,600	18,720
8,300	15,440	3,600	19,040
8,475	15,770	3,600	19,370
8,650	16,090	3,600	19,690
8,825	16,420	3,600	20,020
9,000	16,740	3,600	20,340
<b>9,175</b>	<b>17,070</b>	<b>3,600</b>	<b>20,670</b>
<b>9,350</b>	<b>17,400</b>	<b>3,600</b>	<b>21,000</b>
<b>9,525</b>	<b>17,720</b>	<b>3,600</b>	<b>21,320</b>



**Pre-revised scale (14)**

Rs. 6500-200-8500-EB-200-9900

**Revised Pay Band + Grade Pay**

PB-2, Rs. 9300-34800 + Rs. 4000

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
6,500	12,090	4,000	16,090
6,700	12,470	4,000	16,470
6,900	12,840	4,000	16,840
7,100	13,210	4,000	17,210
7,300	13,580	4,000	17,580
7,500	13,950	4,000	17,950
7,700	14,330	4,000	18,330
7,900	14,700	4,000	18,700
8,100	15,070	4,000	19,070
8,300	15,440	4,000	19,440
8,500	15,810	4,000	19,810
8,700	16,190	4,000	20,190
8,900	16,560	4,000	20,560
9,100	16,930	4,000	20,930
9,300	17,300	4,000	21,300
9,500	17,670	4,000	21,670
9,700	18,050	4,000	22,050
9,900	18,420	4,000	22,420
10,100	18,790	4,000	22,790
10,300	19,160	4,000	23,160
10,500	19,530	4,000	23,530
<b>10,700</b>	<b>19,910</b>	<b>4,000</b>	<b>23,910</b>
<b>10,900</b>	<b>20,280</b>	<b>4,000</b>	<b>24,280</b>
<b>11,100</b>	<b>20,650</b>	<b>4,000</b>	<b>24,650</b>

**Pre-revised scale (15)**

Rs. 6500-200-8500-EB-200-10500

**Revised Pay Band + Grade Pay**

PB-2, Rs. 9300-34800 + Rs. 4200

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
6,500	12,090	4,200	16,290
6,700	12,470	4,200	16,670
6,900	12,840	4,200	17,040
7,100	13,210	4,200	17,410
7,300	13,580	4,200	17,780
7,500	13,950	4,200	18,150
7,700	14,330	4,200	18,530
7,900	14,700	4,200	18,900
8,100	15,070	4,200	19,270
8,300	15,440	4,200	19,640
8,500	15,810	4,200	20,010
8,700	16,190	4,200	20,390
8,900	16,560	4,200	20,760
9,100	16,930	4,200	21,130
9,300	17,300	4,200	21,500
9,500	17,670	4,200	21,870
9,700	18,050	4,200	22,250
9,900	18,420	4,200	22,620
10,100	18,790	4,200	22,990
10,300	19,160	4,200	23,360
10,500	19,530	4,200	23,730
<b>10,700</b>	<b>19,910</b>	<b>4,200</b>	<b>24,110</b>
<b>10,900</b>	<b>20,280</b>	<b>4,200</b>	<b>24,480</b>
<b>11,100</b>	<b>20,650</b>	<b>4,200</b>	<b>24,850</b>

**Pre-revised scale (16)**

Rs. 7450-225-9025-EB-225-11500

**Revised Pay Band + Grade Pay**

PB-2, Rs. 9300-34800 + Rs. 4600

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
7,450	13,860	4,600	18,460
7,675	14,280	4,600	18,880
7,900	14,700	4,600	19,300
8,125	15,120	4,600	19,720
8,350	15,540	4,600	20,140
8,575	15,950	4,600	20,550
8,800	16,370	4,600	20,970
9,025	16,790	4,600	21,390
9,250	17,210	4,600	21,810
9,475	17,630	4,600	22,230
9,700	18,050	4,600	22,650
9,925	18,470	4,600	23,070
10,150	18,880	4,600	23,480
10,375	19,300	4,600	23,900
10,600	19,720	4,600	24,320
10,825	20,140	4,600	24,740
11,050	20,560	4,600	25,160
11,275	20,980	4,600	25,580
11,500	21,390	4,600	25,990
<b>11,725</b>	<b>21,810</b>	<b>4,600</b>	<b>26,410</b>
<b>11,950</b>	<b>22,230</b>	<b>4,600</b>	<b>26,830</b>
<b>12,175</b>	<b>22,650</b>	<b>4,600</b>	<b>27,250</b>

**Pre-revised scale (17)**

Rs. 7500-250-10000-EB-250-12000

**Revised Pay Band + Grade Pay**

PB-2, Rs. 9300-34800 + Rs. 4800

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
7,500	13,950	4,800	18,750
7,750	14,420	4,800	19,220
8,000	14,880	4,800	19,680
8,250	15,350	4,800	20,150
8,500	15,810	4,800	20,610
8,750	16,280	4,800	21,080
9,000	16,740	4,800	21,540
9,250	17,210	4,800	22,010
9,500	17,670	4,800	22,470
9,750	18,140	4,800	22,940
10,000	18,600	4,800	23,400
10,250	19,070	4,800	23,870
10,500	19,530	4,800	24,330
10,750	20,000	4,800	24,800
11,000	20,460	4,800	25,260
11,250	20,930	4,800	25,730
11,500	21,390	4,800	26,190
11,750	21,860	4,800	26,660
12,000	22,320	4,800	27,120
<b>12,250</b>	<b>22,790</b>	<b>4,800</b>	<b>27,590</b>
<b>12,500</b>	<b>23,250</b>	<b>4,800</b>	<b>28,050</b>
<b>12,750</b>	<b>23,720</b>	<b>4,800</b>	<b>28,520</b>

**Pre-revised scale (18)**

Rs. 7500-250-10000-EB-250-13000

**Revised Pay Band + Grade Pay**

PB-2, Rs. 9300-34800 + Rs. 5200

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
7,500	13,950	5,200	19,150
7,750	14,420	5,200	19,620
8,000	14,880	5,200	20,080
8,250	15,350	5,200	20,550
8,500	15,810	5,200	21,010
8,750	16,280	5,200	21,480
9,000	16,740	5,200	21,940
9,250	17,210	5,200	22,410
9,500	17,670	5,200	22,870
9,750	18,140	5,200	23,340
10,000	18,600	5,200	23,800
10,250	19,070	5,200	24,270
10,500	19,530	5,200	24,730
10,750	20,000	5,200	25,200
11,000	20,460	5,200	25,660
11,250	20,930	5,200	26,130
11,500	21,390	5,200	26,590
11,750	21,860	5,200	27,060
12,000	22,320	5,200	27,520
12,250	22,790	5,200	27,990
12,500	23,250	5,200	28,450
12,750	23,720	5,200	28,920
13,000	24,180	5,200	29,380
<b>13,250</b>	<b>24,650</b>	<b>5,200</b>	<b>29,850</b>
<b>13,500</b>	<b>25,110</b>	<b>5,200</b>	<b>30,310</b>
<b>13,750</b>	<b>25,580</b>	<b>5,200</b>	<b>30,780</b>

**Pre-revised scale (19)**

Rs. 8000-275-10200-EB-275-13500

**Revised Pay Band + Grade Pay**

PB-2, Rs. 9300-34800 + Rs. 5400

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
8,000	14,880	5,400	20,280
8,275	15,400	5,400	20,800
8,550	15,910	5,400	21,310
8,825	16,420	5,400	21,820
9,100	16,930	5,400	22,330
9,375	17,440	5,400	22,840
9,650	17,950	5,400	23,350
9,925	18,470	5,400	23,870
10,200	18,980	5,400	24,380
10,475	19,490	5,400	24,890
10,750	20,000	5,400	25,400
11,025	20,510	5,400	25,910
11,300	21,020	5,400	26,420
11,575	21,530	5,400	26,930
11,850	22,050	5,400	27,450
12,125	22,560	5,400	27,960
12,400	23,070	5,400	28,470
12,675	23,580	5,400	28,980
12,950	24,090	5,400	29,490
13,225	24,600	5,400	30,000
13,500	25,110	5,400	30,510
<b>13,775</b>	<b>25,630</b>	<b>5,400</b>	<b>31,030</b>
<b>14,050</b>	<b>26,140</b>	<b>5,400</b>	<b>31,540</b>
<b>14,325</b>	<b>26,650</b>	<b>5,400</b>	<b>32,050</b>

**New (Group A Entry) (20)**

Rs. 8000-275-10200-EB-275-13500

**Revised Pay Band + Grade Pay**

PB-3, Rs. 15600-39100 + Rs. 5400

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
8,000	15,600	5,400	21,000
8,275	15,600	5,400	21,000
8,550	15,910	5,400	21,310
8,825	16,420	5,400	21,820
9,100	16,930	5,400	22,330
9,375	17,440	5,400	22,840
9,650	17,950	5,400	23,350
9,925	18,470	5,400	23,870
10,200	18,980	5,400	24,380
10,475	19,490	5,400	24,890
10,750	20,000	5,400	25,400
11,025	20,510	5,400	25,910
11,300	21,020	5,400	26,420
11,575	21,530	5,400	26,930
11,850	22,050	5,400	27,450
12,125	22,560	5,400	27,960
12,400	23,070	5,400	28,470
12,675	23,580	5,400	28,980
12,950	24,090	5,400	29,490
13,225	24,600	5,400	30,000
13,500	25,110	5,400	30,510
<b>13,775</b>	<b>25,630</b>	<b>5,400</b>	<b>31,030</b>
<b>14,050</b>	<b>26,140</b>	<b>5,400</b>	<b>31,540</b>
<b>14,325</b>	<b>26,650</b>	<b>5,400</b>	<b>32,050</b>

**Pre-revised scale (21)**

Rs. 10000-325-13900

**Revised Pay Band + Grade Pay**

PB-3, Rs. 15600-39100 + 6000

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
10,000	18,600	6,000	24,600
10,325	19,210	6,000	25,210
10,650	19,810	6,000	25,810
10,975	20,420	6,000	26,420
11,300	21,020	6,000	27,020
11,625	21,630	6,000	27,630
11,950	22,230	6,000	28,230
12,275	22,840	6,000	28,840
12,600	23,440	6,000	29,440
12,925	24,050	6,000	30,050
13,250	24,650	6,000	30,650
13,575	25,250	6,000	31,250
13,900	25,860	6,000	31,860
<b>14,225</b>	<b>26,460</b>	<b>6,000</b>	<b>32,460</b>
<b>14,550</b>	<b>27,070</b>	<b>6,000</b>	<b>33,070</b>
<b>14,875</b>	<b>27,670</b>	<b>6,000</b>	<b>33,670</b>



**Pre-revised scale (22)**

Rs. 10000-325-15200

**Revised Pay Band + Grade Pay**

PB-3, Rs. 15600-39100+6400

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
10,000	18,600	6,400	25,000
10,325	19,210	6,400	25,610
10,650	19,810	6,400	26,210
10,975	20,420	6,400	26,820
11,300	21,020	6,400	27,420
11,625	21,630	6,400	28,030
11,950	22,230	6,400	28,630
12,275	22,840	6,400	29,240
12,600	23,440	6,400	29,840
12,925	24,050	6,400	30,450
13,250	24,650	6,400	31,050
13,575	25,250	6,400	31,650
13,900	25,860	6,400	32,260
14,225	26,460	6,400	32,860
14,550	27,070	6,400	33,470
14,875	27,670	6,400	34,070
15,200	28,280	6,400	34,680
<b>15,525</b>	<b>28,880</b>	<b>6,400</b>	<b>35,280</b>
<b>15,850</b>	<b>29,490</b>	<b>6,400</b>	<b>35,890</b>
<b>16,175</b>	<b>30,090</b>	<b>6,400</b>	<b>36,490</b>

**Pre-revised scale (23)**

Rs. 10650-325-15850

**Revised Pay Band + Grade Pay**

PB-3, Rs. 15600-39100+6600

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
10,650	19,810	6,600	26,410
10,975	20,420	6,600	27,020
11,300	21,020	6,600	27,620
11,625	21,630	6,600	28,230
11,950	22,230	6,600	28,830
12,275	22,840	6,600	29,440
12,600	23,440	6,600	30,040
12,925	24,050	6,600	30,650
13,250	24,650	6,600	31,250
13,575	25,250	6,600	31,850
13,900	25,860	6,600	32,460
14,225	26,460	6,600	33,060
14,550	27,070	6,600	33,670
14,875	27,670	6,600	34,270
15,200	28,280	6,600	34,880
15,525	28,880	6,600	35,480
15,850	29,490	6,600	36,090
<b>16,175</b>	<b>30,090</b>	<b>6,600</b>	<b>36,690</b>
<b>16,500</b>	<b>30,690</b>	<b>6,600</b>	<b>37,290</b>
<b>16,825</b>	<b>31,300</b>	<b>6,600</b>	<b>37,900</b>

**Pre-revised scale (24)**

Rs. 12000-375-16500

**Revised Pay Band + Grade Pay**

PB-3, Rs. 15600-39100+7600

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
12,000	22,320	7,600	29,920
12,375	23,020	7,600	30,620
12,750	23,720	7,600	31,320
13,125	24,420	7,600	32,020
13,500	25,110	7,600	32,710
13,875	25,810	7,600	33,410
14,250	26,510	7,600	34,110
14,625	27,210	7,600	34,810
15,000	27,900	7,600	35,500
15,375	28,600	7,600	36,200
15,750	29,300	7,600	36,900
16,125	30,000	7,600	37,600
16,500	30,690	7,600	38,290
<b>16,875</b>	<b>31,390</b>	<b>7,600</b>	<b>38,990</b>
<b>17,250</b>	<b>32,090</b>	<b>7,600</b>	<b>39,690</b>
<b>17,625</b>	<b>32,790</b>	<b>7,600</b>	<b>40,390</b>

**Pre-revised scale (25)**

Rs. 13500-375-17250

**Revised Pay Band + Grade Pay**

PB-3, Rs. 15600-39100 + 8000

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
13,500	25,110	8,000	33,110
13,875	25,810	8,000	33,810
14,250	26,510	8,000	34,510
14,625	27,210	8,000	35,210
15,000	27,900	8,000	35,900
15,375	28,600	8,000	36,600
15,750	29,300	8,000	37,300
16,125	30,000	8,000	38,000
16,500	30,690	8,000	38,690
16,875	31,390	8,000	39,390
17,250	32,090	8,000	40,090
<b>17,625</b>	<b>32,790</b>	<b>8,000</b>	<b>40,790</b>
<b>18,000</b>	<b>33,480</b>	<b>8,000</b>	<b>41,480</b>
<b>18,375</b>	<b>34,180</b>	<b>8,000</b>	<b>42,180</b>

**Pre-revised scale (26)**  
Rs. 14300-400-18300

**Revised Pay Band + Grade Pay**  
PB-4, Rs. 37400-67000+8700

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
14,300	37,400	8,700	46,100
14,700	37,400	8,700	46,100
15,100	38,530	8,700	47,230
15,500	38,530	8,700	47,230
15,900	39,690	8,700	48,390
16,300	39,690	8,700	48,390
16,700	40,890	8,700	49,590
17,100	40,890	8,700	49,590
17,500	42,120	8,700	50,820
17,900	42,120	8,700	50,820
18,300	43,390	8,700	52,090
<b>18,700</b>	<b>43,390</b>	<b>8,700</b>	<b>52,090</b>
<b>19,100</b>	<b>44,700</b>	<b>8,700</b>	<b>53,400</b>
<b>19,500</b>	<b>44,700</b>	<b>8,700</b>	<b>53,400</b>

**Pre-revised scale (27)**  
Rs. 15100-400-18300

**Revised Pay Band + Grade Pay**  
PB-4, Rs. 37400-67000+8800

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
15,100	38,530	8,800	47,330
15,500	38,530	8,800	47,330
15,900	39,690	8,800	48,490
16,300	39,690	8,800	48,490
16,700	40,890	8,800	49,690
17,100	40,890	8,800	49,690
17,500	42,120	8,800	50,920
17,900	42,120	8,800	50,920
18,300	43,390	8,800	52,190
<b>18,700</b>	<b>43,390</b>	<b>8,800</b>	<b>52,190</b>
<b>19,100</b>	<b>44,700</b>	<b>8,800</b>	<b>53,500</b>
<b>19,500</b>	<b>44,700</b>	<b>8,800</b>	<b>53,500</b>

**Pre-revised scale (28)**

Rs. 16400-450-20000

**Revised Pay Band + Grade Pay**

PB-4, Rs. 37400-67000+8900

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
16,400	39,690	8,900	48,590
16,850	40,890	8,900	49,790
17,300	40,890	8,900	49,790
17,750	42,120	8,900	51,020
18,200	42,120	8,900	51,020
18,650	43,390	8,900	52,290
19,100	43,390	8,900	52,290
19,550	44,700	8,900	53,600
20,000	44,700	8,900	53,600
<b>20,450</b>	<b>46,050</b>	<b>8,900</b>	<b>54,950</b>
<b>20,900</b>	<b>46,050</b>	<b>8,900</b>	<b>54,950</b>
<b>21,350</b>	<b>47,440</b>	<b>8,900</b>	<b>56,340</b>

**Pre-revised scale (29)**

Rs. 16400-450-20900

**Revised Pay Band + Grade Pay**

PB-4, Rs. 37400-67000 + 9500

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
16,400	39,690	9,500	49,190
16,850	40,890	9,500	50,390
17,300	40,890	9,500	50,390
17,750	42,120	9,500	51,620
18,200	42,120	9,500	51,620
18,650	43,390	9,500	52,890
19,100	43,390	9,500	52,890
19,550	44,700	9,500	54,200
20,000	44,700	9,500	54,200
20,450	46,050	9,500	55,550
20,900	46,050	9,500	55,550
<b>21,350</b>	<b>47,440</b>	<b>9,500</b>	<b>56,940</b>
<b>21,800</b>	<b>47,440</b>	<b>9,500</b>	<b>56,940</b>
<b>22,250</b>	<b>48,870</b>	<b>9,500</b>	<b>58,370</b>

**Pre-revised scale (30)**

Rs. 18400-500-20400

**Revised Pay Band + Grade Pay**

PB-4, Rs. 37400-67000 + 9800

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
18,400	43,390	9,800	53,190
18,900	44,700	9,800	54,500
19,400	44,700	9,800	54,500
19,900	46,050	9,800	55,850
20,400	46,050	9,800	55,850
<b>20,900</b>	<b>47,440</b>	<b>9,800</b>	<b>57,240</b>
<b>21,400</b>	<b>47,440</b>	<b>9,800</b>	<b>57,240</b>
<b>21,900</b>	<b>48,870</b>	<b>9,800</b>	<b>58,670</b>

**Pre-revised scale (31)**

Rs. 18400-500-22400

**Revised Pay Band + Grade Pay**

PB-4, Rs. 37400-67000+10000

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
18,400	43,390	10,000	53,390
18,900	44,700	10,000	54,700
19,400	44,700	10,000	54,700
19,900	46,050	10,000	56,050
20,400	46,050	10,000	56,050
20,900	47,440	10,000	57,440
21,400	47,440	10,000	57,440
21,900	48,870	10,000	58,870
22,400	48,870	10,000	58,870
<b>22,900</b>	<b>50,340</b>	<b>10,000</b>	<b>60,340</b>
<b>23,400</b>	<b>50,340</b>	<b>10,000</b>	<b>60,340</b>
<b>23,900</b>	<b>51,850</b>	<b>10,000</b>	<b>61,850</b>

**Note:-** The last three stages in each of the pay scales above relates to fixation for those drawing stagnation increment in the pre-revised scale.

**Pre-revised scale (32)**

Rs. 22400-525-24500

**Revised Pay Band + Grade Pay**

PB-4, Rs. 37400-67000 + 12000

Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
22,400	48,870	12,000	60,870
22,925	50,340	12,000	62,340
23,450	50,340	12,000	62,340
23,975	51,850	12,000	63,850
24,500	51,850	12,000	63,850

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**ORDER**

**NO. 1/46/2009-4PR(FD)**

**Dated, Chandigarh, the 2nd September, 2009**

In furtherance of the Finance Department order No. 1/46/2009-4PR(FD) dated 27.8.2009, it is clarified that in the previous order of the Finance Department of the same No. dated 20.8.2009 Fitment Table No. 4 stands substituted by Fitment Table numbers 4 & 5 circulated vide Govt. of India, Ministry of Human Resources Development order No. F.301/2009-U.I. dated June 4<sup>th</sup>, 2009, copies of both the tables annexed.

It is also clarified that the aforesaid Fitment Table Nos. 4 & 5 circulated by the Ministry of Human Resources Development, Govt. of India will also be applicable to the other equivalent cadres like Library and Physical Education Departments of the Universities in the State.

AJIT M. SHARAN

Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/46/2009-4PR(FD)

Dated, Chandigarh, the 2.9.2009

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Heads of Departments in Haryana.  
All the Division Commissioner in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

Sd/-

Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/46/2009-4PR(FD)

Dated, Chandigarh, the 2.9.2009

A copy is forwarded to the following for information and necessary action at their end:-

Accountant General (A&E/Audit) Haryana.  
Home Secretary, Chandigarh Administration.

Sd/-

Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATIONS**

- (i) All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.
- (ii) In charge, Computer Cell (F.D.)

**TABLE - 4**

- (i) Incumbent Readers and Lecturers (SG) with 3 years of Service.  
(ii) Incumbent Dy. Librarian/Asstt. Librarian (SG)/College Librarian (SG) with 3 years of Service.  
(iii) Incumbent Dy. DPE/Asstt. DPE (SG)/College DPE (SG) with 3 years of Service.

<b>Pre-revised scale Rs. 12000-420-18300</b>		<b>Revised Pay Band + AGP Rs. 37400-67000 + AGP 9000</b>	
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	<b>Pay in the Pay Band</b>	<b>Academic Grade Pay</b>	<b>Revised Basic Pay</b>
13260	37400	9000	46400
13680	37400	9000	46400
14100	37400	9000	46400
14520	38530	9000	47530
14940	38530	9000	47530
15360	38530	9000	47530
15780	39690	9000	48690
16200	39690	9000	48690
16620	40890	9000	49890
17040	40890	9000	49890
17460	42120	9000	51120
17880	42120	9000	51120
18300	43390	9000	52390
18720	43390	9000	52390
19140	44700	9000	53700
19560	44700	9000	53700



**TABLE - 5**

- (i) Incumbent Professor in Colleges and Universities
- (ii) Incumbent Principals of PG Colleges
- (iii) Incumbent Librarian (University)
- (iv) Incumbent Director of Physical Edu. (University)

<b>Pre-revised scale Rs. 16400-450-20900-500-22400 (S27 and S29)</b>		<b>Revised Pay Band + AGP Rs. 37400-67000 + AGP 10000</b>	
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	<b>Pay in the Pay Band</b>	<b>Academic Grade Pay</b>	<b>Revised Basic Pay</b>
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860

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**GOVERNMENT OF HARYANA  
DEPARTMENT OF FINANCE**

**ORDER**

**No. 1/83/2008-1PR(FD)**

**Dated: 23rd April, 2009**

In exercise of the power vested in him by virtue of rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 (the Rules) the Governor of Haryana is pleased to prescribe the following conditions to be followed while regulating the implementation of the revised pay structure under the said Rules with reference to the Government servants drawing their respective pay in a pre-revised scale of pay as a measure personal to them (prior to the revisions i.e. before 1.1.2006) :

'All such employees who would otherwise have been entitled to be governed by or under the Haryana Civil Services (Revised Pay) Rules, 2008 except for the reasons of being excluded from the applicability of the Rules in terms of the provision of rule 2(g) and further who are also not included within the scope of the Haryana Civil Services (Assured Career Progression) Rules, 2008, shall be entitled to be governed by the Rules including in terms of admissibility of pay revision in terms of the rule 5 by taking the respective pay scale granted to them as a measure personal in the pre-revised pay structure as 'deemed to be the functional pay carried by their respective posts' within the meaning of the rule 5. However, once the said employee to which such a scale of pay was granted as a measure personal vacates the lien on such a post, the scale of pay attached to the said post on which the respective employee so vacates the lien shall fall back to the corresponding 'functional pay attached to the post'.

2. These instructions shall be deemed to have taken effect with effect from 1.1.2006.
3. These instructions should be brought to the notice of all concerned for strict compliance.

Ajit M. Sharan  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the following for information and necessary action at their end:

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Accountant General (A&E/ Audit), Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.

Sd/-  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATIONS**

- (i) All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.
- (ii) In charge, Computer Cell (F.D.)

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***These instructions have been Revised vide  
No. 1/28/09-1PR(FD), dated 14.01.2010.***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

***Office Memorandum***

**No. 1/83/2008-2PR(FD)**

**Dated: 17th June, 2009**

**Subject :      Fixation of pay, etc, in the revised pay structure.**

O/o Chief Secretary seeks clarification which can roughly be summarized as given below:

'After being brought over to the revised structure of pay in terms of the Revised Pay Rules, 2008 or the ACP Rules, 2008, if a person earns promotion, will it be permissible for him to get fixed in the promotional pay by referring back to the pre-revised scales of pay for the promotional post and seek 'pay in the pay band' corresponding to the pre-revised pay scale by visiting the fitment table again?'

2.                Correct course of action shall be as given below:-

The Revised Pay Rules, 2008 and the ACP Rules, 2008 provides for both. How an employee is to be brought over from the pre-revised pay structure to the revised pay structure (switching over) and how, after being brought over to the revised structure, the pay related matter would be regulated thereafter. After having been brought over to the revised pay structure, all relations from the pre-revised structure would be severed completely and pay related issues would be regulated in terms of the relevant rules governing them in the new structure. Therefore, no further reference with the pre-revised structure would be permissible. Every employee shall be brought over to the new structure only once. He has the option to choose as to at what stage he would like to be brought over to the revised structure in terms of proviso to rule 5(1) of the Revised Pay Rule, 2008 and proviso to rule 16(1) of the ACP Rules. After having exercised this option the further aspects shall be regulated in following terms:

- (i) While being brought over to the revised structure, the pay in the revised structure shall be fixed in terms of relevant amongst the rules 7, 8 or 11 in case of the Revised Pay Rules, 2008 and relevant amongst the rules 18 and 21 of the ACP Rules, 2008. The fitment table has been devised based on the principles laid down under these rules and can be visited only once with reference to any individual employee at the time when he switches over or is brought over to the revised structure from the pre-revised structure.
- (ii) After being brought over to the new structure of pay, the increment shall be regulated in terms of the rule 9 and 10 in case of the Revised Pay Rules, 2008 and rule 19 and 20 in case of the ACP Rules, 2008.
- (iii) After being brought over to the new structure of pay, the fixation of pay on account of subsequent promotion(s) shall be regulated in terms of rule 13 of the Revised Pay Rules, 2008 and any subsequent movement from one ACP scale to other shall be regulated in terms of rule 22 of the ACP Rules, 2008.

3. Accordingly the issue framed in para 1 is answered in negative.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana, Chandigarh.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Divisional Commissioners in Haryana.  
All the Heads of Department, Haryana.

U.O. No. 1/83/2008-2PR(FD)

Dated, Chandigarh, the 17.06.2009

Endst. No. 1/83/2008-2PR(FD)

Dated, Chandigarh, the 17.06.2009

end: A copy is forwarded to the following for information and necessary action at their

Accountant General (A&E/Audit), Haryana.  
Director, Treasury & Accounts, Haryana (with 150 spare copies) with a request to  
ensure compliance required in terms of this memorandum.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

#### INTERNAL CIRCULATIONS

All the Officers/Deputy Secretaries/Under Secretaries/Superintendent of F.D.  
In Charge, Computer Cell (F.D).

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**No. 1/28/09-1PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Head of Departments in Haryana,  
The Commissioners, Ambala, Hisar,  
Gurgaon and Rohtak Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 14th January, 2010****Subject : Fixation of pay in the revised pay structure in cases where promotion took place in between 01.01.2006 to 30.12.2008.**

Sir,

I have been directed to invite your attention to the subject mentioned above and to the provisions contained in Haryana Civil Services (Revised Pay) Rules, 2008 with regard to re-exercising of option for fixation of pay in the revised pay structure for those who have been granted promotion in between 01.01.2006 to 30.12.2008.

2. The cases are being received from various departments for relaxation to re-exercise the option from the date of promotion with regard to such employees who have been promoted in between 01.01.2006 to 30.12.2008.

3. The matter has been considered and it is clarified that an employee, who was promoted in between 01.01.2006 to 30.12.2008, may be allowed to re-exercise his option from the date of promotion under relevant rules of Haryana Civil Services (Revised Pay) Rules, 2008 with the condition to recover the excess amount paid to him on the basis of option exercised by him earlier. This option will be exercised by him within a period of 3 months from the date of issue of these instructions. Any delay in exercising revised option would not be condoned and no relaxation will be allowed by the Finance Department.

4. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

Joint Advisor Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**ORDER**

*(of the Government under Rule 18 of Haryana Civil Service (Revised Pay) Rules, 2008 & Rules 27 of Haryana Civil Service (Assured Career Progression) Rules, 2008).*

**No. 1/19/2009-1PR(FD)**

**Dated: 14th June, 2010**

**Subject :** Interpretation of Note-2 below Rule 7 of Haryana Civil Service (Revised Pay) Rules, 2008, & Note-2 below Rule 18 of Haryana Civil Service (Assured Career Progression) Rules, 2008.

References/queries have been received regarding interpretation of Note-2 below Rule 7 of Haryana Civil Service (Revised Pay) Rules, 2008 (Under Rule 18) & Note-2 below Rule 18 of Haryana Civil Service (Assured Career Progression) Rules, 2008 (Under Rule 27) and further elaboration of the method of pay fixation to be followed while implementing the ibid rules, thus this order.

**RELEVANT PROVISIONS OF RULES:-**

**2. (i) Note 2 below Rule 7 of HCS (RP) Rules, 2008:-**

Where a post has been upgraded as indicated in Part B of the First Schedule in these Rules, the fixation of pay in the applicable pay band will be done in the manner prescribed in accordance with clause (A) (i) and (ii) of rule 7 by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of 10. The Grade Pay corresponding to the upgraded scale as indicated in column 6 of the Part-B of the First Schedule will be payable in addition. Illustration 4 in this regard is in Explanatory Memorandum to these rules.

**(ii) Note-2 below Rule 18 of HCS (ACP) Rules, 2008:-**

Where a post has been upgraded as indicated in column (4) of Schedule-I Part I of these rules, the fixation of pay in the applicable pay band will be done in the manner prescribed in accordance with clause (A) (i) and (ii) of rule 18 by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of 10. The grade pay corresponding to the upgrade scale as indicated in column 5 of Schedule-I Part I of these rules will be payable in addition. Illustration 5 in this regard is in Explanatory Memorandum to these rules.

**(iii) (A) (i) and (ii) of Rule 7 of HCS (RP) Rules, 2008:-**

(A) In the case of all employees.

- (i) The pay in the pay band/pay scale will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.

- (ii) If the minimum of the revised pay band/pay scale is more than the amount arrived at as per (i) above the pay shall be fixed at the minimum of the revised pay band/pay scale.
- (iv) (A) (a) (i) and (ii) of Rule 18 of HCS (ACP) Rules, 2008:-**
  - (a) For employees covered under cadre specific ACP scheme:-
    - (i) The pay in the pay band/pay structure will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.
    - (ii) If the minimum of the revised ACP pay band/pay structure is more than the amount arrived at as per (i) above the pay shall be fixed at the minimum of the revised ACP pay band/pay structure and grade.

**(v) Proviso attached with Rule 7 of HCS (RP) Rules, 2008.**

Where, in the fixation of pay, the pay of Government servants drawing pay at two or more consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running pay bands. For the purpose, the increment will be calculated on the pay in the pay band. Grade Pay would not be taken into account for the purpose of granting increments to alleviate bunching.

In the case of pay scales in higher administrative grade (HAG) in the pay band PB-4, benefit of increments due to bunching shall be given taking into account all the stages in different pay scales in this grade.

If by stepping up of the pay as above, the pay of a Government servant gets fixed at a stage in the revised pay band/pay scale (where applicable) which is higher than the stage in the revised pay band at which the pay of a Government servant who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

**(vi) Proviso attached with Rule 18 of HCS (ACP) Rules, 2008:-**

Where, in the fixation of pay, the pay of Government servants drawing pay at two or more consecutive stages in present scale gets bunched, that is to say, gets fixed in the revised ACP pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running ACP pay bands. For the purpose, the increment will be calculated on the pay in the ACP pay band. Grade Pay would not be taken into account for the purpose of granting increments to alleviate bunching.

In the case of pay scales in higher administrative grade (HAG) in the pay band PB-4, benefit of increments due to bunching shall be given taking into account all the stages in different pay scales in this grade.

If by stepping up of the pay as above, the pay of a Government servant gets fixed at a stage in the revised ACP pay band/pay structure (where applicable) which is higher than the stage in the revised ACP pay band at which the pay of a Government servant who was drawing pay at the next higher stage or stages in the same present scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

#### INTERPRETATION:-

3. (i) It may first be ascertained as to which of the rules i.e. Haryana Civil Service (Revised Pay) Rules, 2008, or Haryana Civil Service (Assured Career Progression) Rules, 2008 is applicable in the instant case.
- (ii) After ascertaining the same, the pay of the recipient official/officer whose pre-revised pay scale has been upgraded under relevant rules shall be fixed as provided under Note-2 below Rule 7 of Haryana Civil Service (Revised Pay) Rules, 2008 or Note-2 below Rule 18 of Haryana Civil Service (Assured Career Progression) Rules, 2008, as the case may be, which clearly specify that fixation of pay in the applicable pay band will be done strictly and exclusively in the manner prescribed in Clause A(i) and(ii) of Rule 7 of Haryana Civil service (Revised Pay) Rules, 2008 and (A) (a) (i) and (ii) of Rule 18 of HCS (ACP) Rules, 2008.
- (iii) Proviso attached with the ibid rules shall not be applicable in cases where the pre-revised pay scale of the post has been upgraded as indicated in Part B of the First Schedule of HCS (RP) Rules, 2008 and in column 4 of Schedule-I Part-I of HCS (ACP) Rules, 2008, as the case may be.

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/19/2009-1PR(FD)

Dated, Chandigarh, the 14<sup>th</sup> June, 2010

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana,  
Registrar (General), the High Court of Punjab and Haryana.  
All Heads of the Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All Sub Divisional Officers (Civil) in Haryana.

Sd/-  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/94/2010-4PR(FD)**

From

The Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Divisional Commissioners in Haryana.  
All the Deputy Commissioners/  
S.D.Os. (Civil) in Haryana.  
The Registrar (General), Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 22nd November, 2010****Subject : Fixation of pay of persons whose increment has been withheld or whose pay has been reduced as on 01.01.2006 - clarification regarding.**

Sir,

Following the notification of HCS (RP) Rules, 2008 this department has received references from some Administrative Departments seeking clarification regarding the fixation of pay of Government servants who have exercised options to come over to the revised pay structure w.e.f. 01.01.2006, but were drawing reduced pay on that date as a result of some penalty with a provision for restoration of their pay on the expiry of the period of penalty e.g. stoppage of increments without cumulative effect and reduction to a lower stage in the time scale without cumulative effect. The matter was considered in Finance Department and it has been decided that in such cases the individual's pay should be fixed both.

- (a) On the basis of pay actually drawn on 01.01.2006 and
- (b) On the basis of pay which would have been drawn but for the penalty.

The revised pay as fixed at (a) above may be allowed from 01.01.2006 to the date of expiry of the penalty and the revised pay fixed as in (b) above from the date following the date of the expiry of the penalty after allowing increments, if any, that might have notionally fallen due in the revised pay structure during the period from 01.01.2006 to the date of the expiry of the penalty. The next increment in the revised pay structure will be regulated in accordance with Rule 10 of the HCS (RP) Rules, 2008. In order to better clarify the matter Illustration No. 1 & 2 are given below.

**Illustration No. 1**

Mr. 'X' College Principal was drawing basic pay of Rs. 20450/- in the pay scale of 16400-450-20900-500-22400 as on 01-10-2004. His one increment (due on 01.10.05) withheld without cumulative effect vide order dated 06-12-2004 which was to be restored on 01-10-06. His pay in the revised pay structure is required to be fixed as under:-

Date	Pay in Pre-revised Scale of Rs. 16400-450-20900-500-22400		Pay in revised pay structure PB-4 & Grade Pay (37400-67000+10000 GP)	
	Notional	Actual	Notional	Actual
01.01.06	(20900)	20450	(47440+10000)	46050+10000
01.7.06				49170+10000

**Illustration No. 2**

Mr. 'Y' stenographer, Agriculture Department was drawing basic pay of Rs. 6050/- in the pay scale of 5000-150-7850 as on 01.01.2005. His two increments (due on 01.01.06 & 01.01.07) were withheld without cumulative effect vide order dated 07.03.2005 which were to be restored on 01-01-08. His pay in the revised pay structure is required to be fixed as under:-

Date	Pay in Pre-revised Scale of Rs. 5000-150-7100-EB-150-7850		Pay in revised pay structure PB-2 & Grade Pay (9300-34800+3200GP)	
	Notional	Actual	Notional	Actual
01.01.06	(6200)	6050	(11540+3200)	11260+3200
01.07.06			(11990+3200)	11260+3200
01.07.07				12450+3200

Copy of this letter is also available on website which can be downloaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

Sd/-  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*



***These instructions have been modified partly vide  
No. 1/83/2008-2PR(FD), Dt. 01.06.2010 and revised vide  
No. 1/83/2008-2PR(FD), Dt. 16.12.2010 & 29.07.2011***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/83/2008-2PR(FD)**

**Dated, Chandigarh, the 18th August, 2009**

*[made under rule 17 and rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008]*

**Subject :** **Setting the anomaly between 'pre-1.1.2006' and 'post-1.1.2006' direct recruits arising out of the application of Haryana Civil Services (Revised Pay) Rules, 2008 right.**

Whereas a large cross section of Government employees who were directly recruited in the pre-revised structure of pay before 1.1.2006 have represented against the distortions/anomaly induced due to the relevant provisions of the Haryana Civil Services (Revised Pay) Rules, 2008 determining the structure of 'Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006'. They have asserted that:

- (i) By prescribing relatively much higher 'Entry Pay the revised pay structure for direct recruits appointed on or after 1.1.2006', a glaring disparity resulting in anomaly has occurred between the directly recruited incumbents in the categories of 'pre-1.1.2006' and 'post-1.1.2006' as the pay in the pay band for the 'post-1.1.2006' recruits as fixed in terms of rule 8 (enabling them to be granted the pay in pay band in terms of the Section II of THE FIRST SCHEDULE, PART - A of the said Rules) works out to be much higher compared to 'pre-1.1.2006' recruits (who are otherwise senior to them) as fixed in terms of provisions of rule 7 of the Revised Pay Rules. As a result an anomaly occurs where seniors' entitlement to pay becomes less than that of juniors'.
- (ii) Further to it, in a large number of categories of posts where the scales of pay has been upgraded with effect from 1.1.2006 by way of improvement, the severity of anomaly is much more acute in its pitch. Quoting instance, example has been taken where scale has been upgraded from pre-existing 6500-10500 to 8000-13500 [i.e. from Grade Pay 4200 to 5400 in PB-2 (9300-34800) ] in case of Senior Scientific Officer in FSL, Madhuban. Here a 'pre-1.1.2006' direct recruit incumbent with over 8 years of service shall draw a pay less than a 'post-1.1.2006' recruited incumbent. [A 'pre-1.1.2006' recruit will fall within the purview of Note 2 below rule 7 for the purposes of pay fixation and thus when drawing pay at the 8<sup>th</sup> stage in the pre-revised scale i.e. with a seniority of 8 years, get fixed at 'Pay in the Pay Band 14700/- + Grade Pay: 5400/- = Rs. 20,100/-. On the other hand, a 'post-1.1.2006' recruits falling within the purview of rule 8 for the purpose of pay fixation even when drawing pay at the 1<sup>st</sup> stage itself i.e. less than one year of service and seniority, get fixed at 'Pay in the Pay Band: 14880/- + Grade Pay: 5400/- = Rs. 20,280/- in terms of Section II of First Schedule Part I. Accordingly, a 'pre-1.1.2006 direct recruit' with 8 years of seniority get less pay compared with a freshly recruit 'post-1.1.2006 direct recruit']. It has further been asserted that at places such an anomaly occurs in cases of 'pre-1.1.2006 recruits' even with 16 years of seniority.

2. And whereas after saying so, they have represented to set the distortions/ anomaly right by increasing the admissibility of pay as a consequence of revision drastically in cases of pre-'1.1.2006' recruits further.
3. And whereas the 'post-1.1.2006' recruits have also represented against any such attempt to set right the said anomaly that amounts to reducing their admissibility as it would be disrespectful to them. Moreover the pay once afforded cannot be reduced on any pretext.
4. And whereas understanding some of the aspects of the policy followed by the Haryana Government in process of Pay Revision, Government of Haryana implemented the revised pay structure by adopting by and large the structures of Grade Pay and Pay Band as notified by the Central Government for their employees based on the recommendations of 6<sup>th</sup> Central Pay Commission and while doing so, wherever the exigencies so required, the pre-existing scales of pay were retained in Haryana, even though some of them were merged by the Central Government. As a consequence some additional 'Grade Pay and Pay Band' structures unique to the State of Haryana were carved out largely out of the Pattern as notified by the Central Government, Accordingly. Haryana has carved out its own structure of pay scales, which at places are at variance with the one in Central Government.
5. And whereas the structure of 'Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006' was framed and notified in case of Haryana as included in the Section II of Part-A of the First Schedule as appended to the Haryana Civil Services (Revised Pay) Rules, 2008 (the Rules).
6. And whereas in the process of setting right the anomaly, if any, If higher than what was 'justified up-gradation' is afforded to all the employees across the board, it would, apart from being prohibitively burdensome the exchequer, also afford 'unjustifiable and excessive up-gradation' across the board to the employees. 'Justified upgradation' as worked out by the 6<sup>th</sup> CPS after detailed analysis happens to be what is provided in terms of rule 7 i.e. 'the pay shall be -'the pay in the pay band/pay scale determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10' + 'the applicable Grade Pay there upon'. 'Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006' was framed and notified by following a mechanism outside the recommendation of the 6<sup>th</sup> CPC with a limited purpose of determining the entry pay of 'direct recruits appointed on or after 1.1.2006'. Any system of setting right anomaly that sterilises the 'justified upgradation' as worked out by the 6<sup>th</sup> CPC after detailed analysis and affords the excessive upgradations by increasing the admissibility of pay as a consequence of revision drastically in cases of 'pre-1.1.2006' recruits would thus be illogical and unacceptable for these reasons. Thus, while setting right the anomaly, if any, the 'Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006' could only be readjusted so that it fall consistent with the 'justified upgradation' as worked out based on the recommendations of the 6<sup>th</sup> CPS after detailed analysis rather than the converse.
7. And whereas promotes and direct recruits to the same post constitute two different class of employees and can be treated different not being equals, a distinction within the category of direct recruits to the same post in terms of 'pre-1.1.2006' and 'post-1.1.2006' direct recruits is not justifiable and constitute an anomaly that needs to be addressed.
8. And whereas the complete analysis of the scales of pay and the applicability of the relevant provisions of the Rules demonstrates that the implications of applicability of rule 7 in case of 'pre-1.1.2006' recruits and rule 8 in case of 'post-1.1.2006' recruits in the existing from has indeed induced anomaly at several places where the admissible resultant pay of

senior similarly recruited 'pre-1.1.2006' employee becomes less than the junior 'post-1.1.2006' recruits.

9. And whereas as per the scheme of revised pay structures defined in component of 'Pay in the Play Band' and 'Grade Pay', it is the 'Grade Pay' that determines the 'status of employees in the same hierarchy', wherever the Grade Pay is different and pay in Pay Band becomes irrelevant in determining the relative status (with higher Grade Pay signifying higher status). But within the same Grade Pay, pay in the Pay Band becomes relevant in determining relative seniority and status amongst equals.

10. And whereas it happens to be a cardinal principle or 'pay as a reward to service rendered' remains that all the other circumstances remaining identical and equal, a senior with longer length of service must be afforded equal or more pay compared to his juniors. Thus if a senior draws less pay compared to his juniors, it would be an anomaly.

11. And whereas a 'direct recruit' whether 'pre-1.1.2006 recruit' or 'post-1.1.2006 recruit' remain equals, a 'post-1.1.2006 recruit' cannot be afforded higher pay than a 'pre-1.1.2006 recruit' solely on the ground that they become distinguishable on their respective dates of recruitment vis-à-vis the cut off date (of implementation of the Revised Rules).

12. And whereas it is not appropriate to presume that structures of pay once afforded cannot be altered or change at all even when it has resulted in glaring anomaly. Maximum extent to which a protection is required to be conceded justifiably happens to be limited to the extent that the readjustments should not cause any implied financial loss to the affected class and category of employee compared to what he actually drew immediately before the readjustment.

13. Therefore, in consideration of the totality of circumstances, there is cause to set right following distortions that has emerged as a consequence to the implementation of the Haryana Civil Services (Revised Pay) Rules, 2008 as explained above:

- (i) To ensure that the 'post-1.1.2006' direct recruits, being junior in service on the same post than the 'pre-1.1.2006' direct recruits, should not be afforded a higher pay in the pay band (while inducted in the same corresponding Grade Pay) at any time as a consequence of application of the provisions of Haryana Civil Services (Revised Pay) Rules, 2008; and
- (ii) The consequence of modification ordered to be made to meet the objective (i) above should not result in any disadvantage in financial terms to any body compared to what he was getting prior to this order. In other words, his emoluments as he was drawing immediately before this order comes into force must be protected to that extent.

14. Accordingly, in exercise of the power vested under the provision of rule 17 and rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, it is ordered that:

- (a) The existing provisions under SECTION II (Entry Pay in the revised structure for direct recruits appointed on or after 1.1.2006) of Part A of the FIRST SCHEDULED of the Haryana Civil Services (Revised Pay) Rules, 2008 shall be omitted to be substituted by the following with immediate effect:

**“SECTION II**

Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006.

**-1S (Rs. 4440-7440)**

<b>Grade Pay</b>	<b>Pay in the Pay Band</b>	<b>Total</b>
1300	4750	6050
1400	4750	6150
1650	4750	6400

**PB-1 (Rs. 5200-20200)**

<b>Grade Pay</b>	<b>Pay in the Pay Band</b>	<b>Total</b>
1800	5200	7000
1900	5680	7580
1950	5680	7630
2000	5960	7960
2400	7440	9840
2500	7440	9940
2800	7440	10240

**PB-2 (Rs. 9300-34800)**

<b>Grade Pay</b>	<b>Pay in the Pay Band</b>	<b>Total</b>
3200	9300	12500
3300	9300	12600
3600	9300	12900
4000	9300	13300
4200	9300	13500
4600	10230	14830
4800	10230	15030
5200	12090	17290
5400	12090	17490

**PB-3 (Rs. 15600-39100)**

<b>Grade Pay</b>	<b>Pay in the Pay Band</b>	<b>Total</b>
5400	15600	21000
6000	15600	21600
6400	15600	22000
6600	15600	22200
7600	18600	26200
8000	18600	26600

**PB-4 (Rs. 37400-67000)**

<b>Grade Pay</b>	<b>Pay in the Pay Band</b>	<b>Total</b>
8700	37400	46100
8800	37400	46200
8900	37400	46300
9500	37400	46900
9800	37400	47200
10000	37400	47400
12000	37400	49400

- (b) Pay in the Pay Band of all the Government servants who have been appointed on or after 1.1.2006 as direct recruit shall be re-fixed in terms of revised structure in terms of 'Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006' as detailed above from the respective date of their induction and their entitled 'pay in the Pay Band' and the 'Grade Pay' in terms of this revised structure shall be worked out to be the admissible 'pay in the Pay Band' and the 'Grade Pay' in terms of the Haryana Civil Services (Revised Pay) Rules, 2008.
- (c) To ensure that this readjustment does not cause any adverse financial implication, if any, to the respective Government servant affected by it, the difference between what 'Grade Pay + pay in the Pay Band' he was drawing prior to the re-adjustment ordered by this order and what he would be entitled to draw as a consequence of the re-adjustment ordered by this order shall be worked out and shall be afforded to him in addition to the entitled 'pay in the Pay Band' and the 'Grade Pay' in terms of the revised structure in terms of this order as 'Personal Pay' to be adjusted and subsumed in the future increments.

This concludes the order.

Ajit M. Sharan  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/83/2008-2PR(FD)

Dated, 18.08.2009

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the Punjab & Haryana High Court.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

Sd/-  
Senior Accounts Officer (PR),  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide No. 1/83/2008-2PR(FD), dated 16.12.2010 & Dt. 29.07.2011***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/83/2008-2PR(FD)**

**Dt.: 1st June, 2010**

*(made under rule 17 and rule 19 of the Haryana Civil Service (Revised Pay) Rules, 2008).*

**Subject : Improving further the structure of Entry Level Pay for the 'Post- 01.01.2006' direct recruits in some prominent cadres/services of the State.**

Whereas sections of Government employee have represented against the anomalies induced due to Government Order No. 1/83/2008-2PR(FD), dated 18.08.2009 determining the structure of entry level pay in the revised pay structure for direct recruits appointed on or after 01.01.2006. They have represented that:-

1. By prescribing lesser entry pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 vide Government Order No. 1/83/2008-2PR(FD), dated 18.08.2009, a disparity had occurred between the 01.01.2006. The major affected posts on this account are Engineers, Doctors, Veterinary Doctors and all other Class-II posts whose pre-revised pay scale was Rs. 8000-13500. Their entry level pay has been brought down to the level of those carrying pay scale of 6500-10500.

2. And whereas after saying so, they have represented to set the distortions/anomaly right by increasing the admissibility of pay in pay band in case of 'Post – 01.01.2006' recruits.

3. And whereas Haryana Government in process of Pay Revision, implemented the revised pay structure by adopting by and large the structure of grade pay and pay band as notified by the Central Government for their employees based on the recommendations of 6<sup>th</sup> Central Pay Commission. However, the entry pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 in Government of India has been determined as per DOPT OM dated 25.05.1998. Para No. (ii) of DOPT OM No. AB-14017/2/97-Estt.(RR), dated 25.05.1998 reads as under:-

“From Part 'A' of the first Schedule to the CCS (Revised Pay) Rules, 1997, notified by the Ministry of Finance on the 30<sup>th</sup> September, 1997, it may be seen that pre-revised scales have been merged into a single revised scale in respect of Grades S-5, S-6, S-7, S-8, S-9, S-12, S-13, S-15, S-19, S-21, S-24, S-26, S-29 and S-32. In such cases the recruitment rules will have to be amended so as to provide for promotion from the feeder grade to the merged grade according to the revised qualifying service as per Annexure – 'A'.”

The above letter was not adopted by the Govt. of Haryana while notifying the Haryana Civil Services (Revised Pay) Rules, 1998 applicable to the employees of State Government. As a consequence, Haryana Government has framed the structure of entry pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 keeping in view specific needs and circumstances peculiar to the State.

4. And whereas the structure of entry pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 was framed and notified in case of Haryana as

included in the Section-II of the Part-A of the First Schedule as appended to the Haryana Civil Services (Revised Pay) Rules, 2008/substituted vide order dated 18.08.2009.

5. In consideration of the totality of circumstances Government had submitted the structure of entry level pay for the 'post- 01.01.2006' direct recruits vide order dated 18.08.2009 in order to set right the anomaly between the 'pre-01.01.2006' direct recruits of 'Post-01.01.2006' on the same post for the valid reasons as elaborated in those orders. However, keeping in view the principal governing matters pertaining to revision of pay scale as explained by Registration Service Association AIR 1992 SC 1203 e.g. (i) Method of recruitment (ii) level at which recruitment is made (iii) the hierarchy of service in a given cadre (iv) minimum education/technical qualifications required (v) avenues of promotion (vi) the nature of duties and responsibilities (vii) horizontal and vertical relativities with similar jobs (viii) public dealing (ix) satisfaction level (x) employer's capability to pay etc. and in exercise of the power vested under the provision of the rule 17 and rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, it is ordered that the entry level pay in the revised pay structure for the direct recruits appointed on or after 01.01.2006 in respect of following prominent cadres/services is hereby improved further w.e.f. 01.06.2010 as under:-

Sr. No.	Name of Post	Pre-revised pay scale as 31.12.05	Existing entry level pay as per order dated 18.08.2009			Modified entry Level Pay w.e.f. 01.06.2010		
			Grade Pay in revised pay band 9300-34800 w.e.f. 01.01.2006	Pay in Pay Band (PB-2 9300-34800)	Total	Grade Pay	Pay in Pay Band (PB-2 9300-34800)	Total
1.	HPS (Dy. Supdt of Police)	8000-13500	5400	12090	17490	5400	14800	20200
2.	ETO	8000-13500	5400	12090	17490	5400	14800	20200
3.	HCMS (Medical Officer)	8000-13500	5400	12090	17490	5400	14800	20200
4.	HDS (Dental Surgeon)	8000-13500	5400	12090	17490	5400	14800	20200
5.	Hr. Vet. Service (Vet Surgeon/SDO)	8000-13500	5400	12090	17490	5400	14800	20200
6.	Hr. Engg. Service (AE/SDE in three wings of PWD and Panchayati Raj Department and Town and Country Planning Department)	8000-13500	5400	12090	17490	5400	14800	20200
7.	Asstt Architect in Architecture Department	8000-13500	5400	12090	17490	5400	14800	20200
8.	Distt. Commandant in Home Guard Department	8000-13500	5400	12090	17490	5400	14800	20200
9.	Tehsildar in FCR and Rehabilitation	8000-13500	5400	12090	17490	5400	14800	20200
10.	DFSC in Food & Supplies Department.	8000-13500	5400	12090	17490	5400	14800	20200

Sr. No.	Name of Post	Pre-revised pay scale as 31.12.05	Existing entry level pay as per order dated 18.08.2009			Modified entry Level Pay w.e.f. 01.06.2010		
			Grade Pay in revised pay band 15600-39100 w.e.f. 01.01.2006	Pay in Pay Band (PB-3 15600-39100)	Total	Grade Pay	Pay in Pay Band (PB-3 15600-39100)	Total
11.	Assistant Advocate General in O/o Advocate General, Haryana	13500-17250	8000	18600	26600	8000	25000	33000

This concludes the order.

Ajit M. Sharan  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/83/2008-2PR(FD)

Dated, Chandigarh, the 1<sup>st</sup> June, 2010

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government Haryana.  
Registrar (General), the High Court of Punjab and Haryana.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

Sd/-  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/83/2008-2PR(FD)

Dated, Chandigarh, the 1<sup>st</sup> June, 2010

A copy is forwarded to the following for information and further necessary action at their end:-

Accountant General (A&E/Audit), Haryana.  
Home Secretary, Chandigarh, Administration.  
A copy is forwarded to the Controller, Printing & Stationery Haryana, Chandigarh for publication of the instructions in the Haryana Gazette (Extra Ordinary). He is also requested to send 2000 copies of the same to this Department (in Pay Revision Branch).

Sd/-  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Internal Circulation**

In charge, Computer Cell (FD).

\*\*\*\*\*

***These instructions have been Revised vide  
No. 1/83/2008-2PR(FD), dated 29.07.2011***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT  
ORDER**

*(made under rule 17 and rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008)*

**No. 1/83/2008-2PR (FD)**

**Dated, Chandigarh, the 16th December, 2010**

**Subject : Improving further the structure of Entry Level Pay for the 'post-01.01.2006' direct recruits in cadres/services of the State.**

1. Whereas sections of Government employees have represented against the anomalies induced due to Government Order No. 1/83/2008-2PR (FD), dated 18.08.2009 determining the structure of entry level pay in the revised pay structure for direct recruits appointed on or after 01.01.2006. They have represented that:-

- (i) By prescribing lesser entry pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 vide Government Order No. 1/83/2008 2PR(FD), dated 18.08.2009, a disparity has occurred between the directly recruited incumbents in the categories of 'pre- 01.01.2006' and 'post-01.01.2006'. The major affected posts on this account are the posts whose pre-revised pay scale has been upgraded as per Part-B Section-II of the First Schedule of HCS (RP) Rules, 2008. In the said orders, the cases where more than one pre-revised pay scale has been upgraded to the same pay scale, the entry level pay has been computed by multiplying the minimum of the lowest pay scale by a factor of 1.86. Thus, the higher pay scales which have been merged with the lower pay scales have suffered a loss in entry level pay.
- (ii) And whereas after saying so, they have represented to set the distortions/ anomaly right by increasing the admissibility of pay in pay band in case of 'post-01.01.2006' recruits.

2. And whereas Haryana Government in process of Pay Revision, implemented the revised pay structure by adopting by and large the structure of grade pay and pay band as notified by the Central Government for their employees based on the recommendations of 6<sup>th</sup> Central Pay Commission. However, the entry pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 in Government of India has been determined as per DOPT OM dated 25.05.1998. Para No. (ii) of DOPT OM No. AB-14017/2/97-Estt. (RR) dated 25.05.1998 which reads as under:-

"From Part 'A' of the first Schedule to the CCS (Revised Pay) Rules, 1997, notified by the Ministry of Finance on the 30th September, 1997, it may be seen that pre-revised scales have been merged into a single revised scale in respect of Grades S-5, S-6, S-7, S-8, S-9, S-12, S-13, S-15, S-19, S-21, S-24, S-26, S-29 and S-32. In such cases the recruitment rules will have to be amended so as to provide for promotion from the feeder grade to the merged grade according to the revised qualifying service as per Annexure -'A'."

3. The above letter was not adopted by the Govt. of Haryana while notifying the Haryana Civil Services (Revised Pay) Rules, 1998 applicable to the employees of State Government. As a consequence, Haryana Government has framed the structure of entry pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 keeping in view specific needs and circumstances peculiar to the State.

The structure of entry pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 was framed and notified in case of Haryana as included in the

Section-II of the Part-A of the First Schedule as appended to the Haryana Civil Services (Revised Pay) Rules, 2008/ substituted vide order dated 18.08.2009.

4. In consideration of the totality of circumstances, the State Government had substituted the structure of entry level pay for the 'post-01.01.2006' direct recruits vide order dated 18.08.2009 in order to set right the anomaly between the 'pre-01.01.2006' and 'post-01.01.2006' direct recruits on the same post for the reasons as elaborated in those orders. In the said orders, the cases where more than one pre-revised pay scale has been upgraded to the same pay scales, the entry level pay has been computed by multiplying the minimum of the lowest pay scale by a factor of 1.86. Thus, the higher pay scales which have been merged with the lower pay scales have suffered a loss in entry level pay.

5. The Government has considered the problems faced by the employees and in consideration of totality of circumstances, it is proposed to set right distortions that have emerged as a consequence to the implementation of FD letter no. 1/83/2008-2PR (FD) dated 18.08.2009 as explained above.

6. Accordingly, in exercise of the power vested under the provision of the rule 17 and rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, it is ordered that the existing provisions under FD Instructions bearing no. 1/83/2008-2 PR (FD) dated 18.08.2009 and even no. dated 01.06.2010 (Entry Pay in the revised pay structure for direct recruits appoint on or after 01.01.2006) shall be omitted to be substituted by the following w.e.f. 01.09.2010:-

### Part – A

#### Entry Pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 for the following posts mentioned in Section-II Part-B of first Schedule of HCS (RP) Rules, 2008:-

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay		Existing Entry Level Pay as per order dated 18.08.2009			Modified Entry Level Pay w.e.f. 01.09.2010		
				Pay Band	Grade Pay	Grade Pay	Pay in Pay Band	Total	Grade Pay	Pay in Pay Band	Total
<b>1</b>	<b>Posts in Transport Department</b>										
(i)	Works Manager	6500-10500	7450-11500	PB-2	4600	4600	<b>10230</b>	14830	4600	<b>12090</b>	16690
(ii)	Store Purchase Officer	6500-10500	7450-11500	PB-2	4600	4600	<b>10230</b>	14830	4600	<b>12090</b>	16690
(iii)	Service Engineer	6500-10500	7450-11500	PB-2	4600	4600	<b>10230</b>	14830	4600	<b>12090</b>	16690
<b>2</b>	<b>Post in Prosecution Department</b>										
	Asstt. Distt. Attorney	6500-10500	7450-11500	PB-2	4600	4600	<b>10230</b>	14830	4600	<b>12090</b>	16690
<b>3</b>	<b>Posts in Labour Department</b>										
(i)	Asstt. Director Industrial Safety & Health	6500-10500	7450-11500	PB-2	4600	4600	<b>10230</b>	14830	4600	<b>12090</b>	16690
(ii)	Asstt. Director Industrial Safety & Health (Chemical)	6500-10500	7450-11500	PB-2	4600	4600	<b>10230</b>	14830	4600	<b>12090</b>	16690
(iii)	Asstt. Director Industrial Health Cum- Certifying Surgeon	6500-10500	7450-11500	PB-2	4600	4600	<b>10230</b>	14830	4600	<b>12090</b>	16690
<b>4</b>	<b>Posts in Police Department (FSL Madhuban)</b>										
(i)	Sr. Scientific Asstt.	6500-9900	7450-11500	PB-2	4600	4600	<b>10230</b>	14830	4600	<b>12090</b>	16690
(ii)	Sr. Scientific Officer	6500-10500	8000-13500	PB-2	5400	5400	<b>12090</b>	17490	5400	<b>12090</b>	17490
<b>5</b>	<b>Post in Health Department</b>										
(i)	Biologist	6500-10500	7450-11500	PB-2	4600	4600	<b>10230</b>	14830	4600	<b>12090</b>	16690

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay		Existing Entry Level Pay as per order dated 18.08.2009			Modified Entry Level Pay w.e.f. 01.09.2010			
				Pay Band	Grade Pay	Grade Pay	Pay in Pay Band	Total	Grade Pay	Pay in Pay Band	Total	
<b>6</b>	<b>Post in Civil Aviation Department</b>											
(i)	Asstt. Aircraft Engineer	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
<b>7</b>	<b>Post in Information &amp; Public Relation Department</b>											
(i)	Technical Officer	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
<b>8</b>	<b>Post in Renewable Energy Department</b>											
(i)	Project Officer	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
<b>9</b>	<b>Post in Supplies and Disposals Department</b>											
(i)	Asstt. Director Technical	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
<b>10</b>	<b>Posts in Agriculture Department</b>											
(i)	Asstt. Geologist	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(ii)	Water Development Specialist	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(iii)	Asstt. Geophysicist	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(iv)	Asstt. Engineer (Design)	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
<b>11</b>	<b>Posts in Law &amp; Legislative Department</b>											
(i)	Supdt. (Legal)	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(ii)	Assistant Legislative Officer	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
<b>12</b>	<b>Posts in Industries Department</b>											
(i)	Asstt. Director (Technical)	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(ii)	Asstt. Director (Chemical)	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(iii)	Asstt. Director (Textile)	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(iv)	IPO/ Asstt. Director (IP)	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(v)	Asstt. Director of Boiler – cum - Inspector of Boiler	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
<b>13</b>	<b>Post in Mines &amp; Geology Department</b>											
	Mining Officer	6500-9900	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
<b>14</b>	<b>HCS Allied Services</b>											
(i)	Assistant Registrar Cooperative Societies	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(ii)	Assistant Excise & Taxation Officer	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(iii)	Block Development & Panchayat Officer	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(iv)	Traffic Manager	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(v)	Distt. Food & Supplies Officer	6500-9900	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
(vi)	Assistant Employment Officer	6500-9900	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690	
<b>15</b>	<b>Posts in Education Department</b>											
(i)	JBT Teacher	4500-7000	6500-10500	PB-2	4200	4200	9300	13500	4200	9300	13500	
(ii)	P.T.I. * Notional from 1.1.06 & actual from 1.9.09	4500-7000	5500-9000/ 6500-10500*	PB-2	3600/ 4200*	3600/ 4200*	9300	12900/ 13500*	4200	9300	13500	
(iii)	Drawing Teacher * Notional from 1.1.06 & actual from 1.9.09	4500-7000	5500-9000/ 6500-10500*	PB-2	3600/ 4200*	3600/ 4200*	9300	12900/ 13500*	4200	9300	13500	
(iv)	Cutting & Tailoring Teacher * Notional from 1.1.06 & actual from 1.9.09	4500-7000	5500-9000/ 6500-10500*	PB-2	3600/ 4200*	3600/ 4200*	9300	12900/ 13500*	4200	9300	13500	

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay		Existing Entry Level Pay as per order dated 18.08.2009			Modified Entry Level Pay w.e.f. 01.09.2010		
				Pay Band	Grade Pay	Grade Pay	Pay in Pay Band	Total	Grade Pay	Pay in Pay Band	Total
(v)	Head Teacher Primary School	5500-9000	7450-11500	PB-2	4600	4600	10230	14830	4600	10230	14830
(vi)	Master	5500-9000	7450-11500	PB-2	4600	4600	10230	14830	4600	10230	14830
(vii)	Language Teacher (Hindi/Punjabi/Sanskrit & Hindi Teacher Primary)	5500-9000	7450-11500	PB-2	4600	4600	10230	14830	4600	10230	14830
(viii)	Head Master Middle School	6500-9900	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690
(ix)	School Lecturer	6500-10500	7500-12000	PB-2	4800	4800	10230	15030	4800	12090	16890
(x)	Head Master High School	7500-12000	8000-13500	PB-2	5400	5400	12090	17490	5400	13950	19350
(xi)	Principal, Sr. Sec. School/ Dy. DEO/ BEO/ Asstt. Directors (Academic)	8000-13500	10000-13900	PB-3	6000	6000	15600	21600	6000	15600	21600
(xii)	DEO/DEEO/Principal, DIET/Dy. Director	10000-13900	10000-15200	PB-3	6400	6400	15600	22000	6400	18600	25000
(xiii)	Joint Director/Director, SRC/ SCERT/Sharmik Vidyapeeth	10000-15200	12000-16500	PB-3	7600	7600	18600	26200	7600	18600	26200
<b>16</b>	<b>Posts in Health Department</b>										
(i)	Staff Nurse	5000-7850	6500-10500	PB-2	4200	4200	9300	13500	4200	9300	13500
(ii)	Nursing Sister	5500-9000	7500-12000	PB-2	4800	4800	10230	15030	4800	10230	15030
(iii)	Asstt. Matron	5500-9000	7500-12000	PB-2	4800	4800	10230	15030	4800	10230	15030
(iv)	Matron	6500-9900	8000-13500	PB-2	5400	5400	12090	17490	5400	12090	17490
(v)	Nursing Supdt.	6500-10500	8000-13500	PB-2	5400	5400	12090	17490	5400	12090	17490
(vi)	Sister Tutor	5500-9000	7500-12000	PB-2	4800	4800	10230	15030	4800	10230	15030
(vii)	Principal Tutor	6500-9900	8000-13500	PB-2	5400	5400	12090	17490	5400	12090	17490
(viii)	Public Health Nurse	5500-9000	7500-12000	PB-2	4800	4800	10230	15030	4800	10230	15030
(ix)	Distt. Nursing Officer	6500-10500	7500-12000	PB-2	4800	4800	10230	15030	4800	12090	16890
(x)	Public Health Nursing Officer	6500-10500	8000-13500	PB-2	5400	5400	12090	17490	5400	12090	17490
(xi)	Assistant Director (Nursing) & Principal, Training centre, Barwala	6500-10500	8000-13500	PB-2	5400	5400	12090	17490	5400	12090	17490
(xii)	Dietician	5500-9000	6500-9900	PB-2	4000	4000	9300	13300	4000	10230	14230
(xiii)	Asstt. Director (Dietician)	5500-9000	6500-10500	PB-2	4200	4200	9300	13500	4200	10230	14430
(xiv)	Radiographer	4500-7000	5000-7850	PB-2	3200	3200	9300	12500	3200	9300	12500
(xv)	Civil Surgeon / PMOs / ZMOs/ Dy. Director (Sr.)	13500-17250	14300-18300	PB-4	8700	8700	37400	46100	8700	37400	46100
<b>17</b>	<b>Posts in Police Department</b>										
(i)	Head Constable	4000-6000	4000-6000	PB-1	2400	2400	7440	9840	2400	7440	9840
(ii)	Asstt. Sub Inspector	4400-6000	4500-7000	PB-1	2800	2800	7440	10240	2800	8190	10990
(iii)	Sub Inspector	5500-9000	5500-9000	PB-2	3600	3600	9300	12900	3600	10230	13830
(iv)	Inspector	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690
<b>18</b>	<b>Posts in Organised Accounts Cadre (Treasuries &amp; Accounts Department)</b>										
(i)	Section Officer	6500-9900	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690
(ii)	Accounts Officer	6500-10500	8000-13500	PB-2	5400	5400	12090	17490	5400	12090	17490
(iii)	Sr. Accounts Officer	8000-13500	10000-13900	PB-3	6000	6000	15600	21600	6000	15600	21600
(iv)	Chief Accounts Officer	10000-13900	12000-16500	PB-3	7600	7600	18600	26200	7600	18600	26200
<b>19</b>	<b>Posts in Hospitality Department</b>										
(i)	Waiter	2550-3200	2650-4000	-1S	1650	1650	4750	6400	1650	4750	6400

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay		Existing Entry Level Pay as per order dated 18.08.2009			Modified Entry Level Pay w.e.f. 01.09.2010		
				Pay Band	Grade Pay	Grade Pay	Pay in Pay Band	Total	Grade Pay	Pay in Pay Band	Total
(ii)	Tandooria	2550-3200	2650-4000	-1S	1650	1650	4750	6400	1650	4750	6400
(iii)	Pantryman	2610-3540	2650-4000	-1S	1650	1650	4750	6400	1650	4860	6510
<b>20</b>	<b>Posts in Forest Department</b>										
(i)	Forester	4000-6000	4500-7000	PB-1	2800	2800	7440	10240	2800	7440	10240
(ii)	<b>Wildlife Wing</b>										
(iii)	Sub-Inspector Wildlife	4000-6000	4500-7000	PB-1	2800	2800	7440	10240	2800	7440	10240
(iv)	Inspector Wildlife	4500-7000	5500-9000	PB-2	3600	3600	9300	12900	3600	9300	12900
<b>21</b>	<b>Post in Forest Department</b>										
(i)	Haryana Forest Service	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690
<b>22</b>	<b>Posts in Employment Department</b>										
(i)	Distt. Employment Officer	6500-10500	7500-12000	PB-2	4800	4800	10230	15030	4800	12090	16890
(ii)	Divisional Employment Officer	7450-11500	8000-13500	PB-2	5400	5400	12090	17490	5400	13860	19260
(iii)	Deputy Director	8000-13500	10000-13900	PB-3	6000	6000	15600	21600	6000	15600	21600
(iv)	Joint Director	10000-13900	12000-16500	PB-3	7600	7600	18600	26200	7600	18600	26200
<b>23</b>	<b>Posts in Local Audit Department</b>										
(i)	Senior Auditor	6500-9900	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690
(ii)	Resident Audit Officer	6500-10500	8000-13500	PB-2	5400	5400	12090	17490	5400	12090	17490
(iii)	Dy. Director	8000-13500	10000-13900	PB-3	6000	6000	15600	21600	6000	15600	21600
(iv)	Joint Director	10000-13900	12000-16500	PB-3	7600	7600	18600	26200	7600	18600	26200
<b>24</b>	<b>Posts in Treasuries &amp; Accounts Department</b>										
(i)	Assistant Treasury Officer	6500-9900	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690
(ii)	Treasury Officer	6500-10500	8000-13500	PB-2	5400	5400	12090	17490	5400	12090	17490
<b>25</b>	<b>Posts in Sports Department</b>										
(i)	Junior Coach	5000-7850	5500-9000	PB-2	3600	3600	9300	12900	3600	9300	12900
(ii)	Coach	5500-9000	6500-10500	PB-2	4200	4200	9300	13500	4200	10230	14430
(iii)	District Sports Officer	6500-10500	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690
(iv)	Asstt. Director (Yoga)	6500-9900	7450-11500	PB-2	4600	4600	10230	14830	4600	12090	16690
(v)	Dy. Director	8000-13500	10000-13900	PB-3	6000	6000	15600	21600	6000	15600	21600
<b>26</b>	<b>Posts in Tourism Department</b>										
(i)	Deputy Director	7450-11500	8000-13500	PB-2	5400	5400	12090	17490	5400	13860	19260
<b>27</b>	<b>Posts In Animal Husbandry Department</b>										
(i)	Joint Director	10000-15200	12000-16500	PB-3	7600	7600	18600	26200	7600	18600	26200
<b>28</b>	<b>Posts in Shri Krishna Ayurvedic College, Kurukshetra</b>										
(i)	Lecturer	7500-12000	8000-13500	PB-2	5400	5400	12090	17490	5400	13950	19350
(ii)	Reader	8000-13500	10000-15200	PB-3	6400	6400	15600	22000	6400	15600	22000
(iii)	Professor	12000-16500	14300-18300	PB-4	8700	8700	37400	46100	8700	37400	46100
(iv)	Principal	13500-17250	16400-20900	PB-4	9500	9500	37400	46900	9500	37400	46900
<b>29</b>	<b>Posts in Law &amp; Legislative Department</b>										
(i)	Sr. Librarian	5500-9000	6500-10500	PB-2	4200	4200	9300	13500	4200	10230	14430



**Part-B**

**Further, it is also ordered that entry level pay of the posts, other than the post mentioned in Part-A will be as follows:-**

Sr. No.	Posts having pay scale	Revised Pay Structure			Existing Entry Level Pay vide order dated 18.08.2009			Modified Entry Level Pay w.e.f. 01.09.2010		
		Pay Band	Corresponding Pay Band	Corresponding Grade Pay	Grade Pay	Pay in Pay Band	Total	Grade Pay	Pay in Pay Band	Total
1.	2550-55-2660-EB-60-3200	-1S	4440-7440	1300	1300	<b>4750</b>	6050	1300	<b>4750</b>	6050
2.	2610-60-3150-EB-65-3540	-1S	4440-7440	1400	1400	<b>4750</b>	6150	1400	<b>4860</b>	6260
3.	2650-65-3300-EB-70-4000	-1S	4440-7440	1650	1650	<b>4750</b>	6400	1650	<b>4930</b>	6580
4.	3050-75-3950-EB-80-4350	PB-1	5200-20200	1800	1800	<b>5200</b>	7000	1800	<b>5680</b>	7480
5.	3050-75-3950-EB-80-4590	PB-1	5200-20200	1900	1900	<b>5680</b>	7580	1900	<b>5680</b>	7580
6.	3050-85-4325-EB-100-5325	PB-1	5200-20200	1950	1950	<b>5680</b>	7630	1950	<b>5680</b>	7630
7.	3200-85-3880-EB-85-4900	PB-1	5200-20200	2000	2000	<b>5960</b>	7960	2000	<b>5960</b>	7960
8.	4000-100-4800-EB-100-6000	PB-1	5200-20200	2400	2400	<b>7440</b>	9840	2400	<b>7440</b>	9840
9.	4400-100-5200-EB-100-6000	PB-1	5200-20200	2500	2500	<b>7440</b>	9940	2500	<b>8190</b>	10690
10.	4500-125-6000-EB-125-7000	PB-1	5200-20200	2800	2800	<b>7440</b>	10240	2800	<b>8370</b>	11170
11.	5000-150-7100-EB-150-7850	PB-2	9300-34800	3200	3200	<b>9300</b>	12500	3200	<b>9300</b>	12500
12.	5450-150-6950-EB-150-8000	PB-2	9300-34800	3300	3300	<b>9300</b>	12600	3300	<b>10140</b>	13440
13.	5500-175-8300-EB-175-9000	PB-2	9300-34800	3600	3600	<b>9300</b>	12900	3600	<b>10230</b>	13830
14.	6500-200-8500-EB-200-9900	PB-2	9300-34800	4000	4000	<b>9300</b>	13300	4000	<b>12090</b>	16090
15.	6500-200-8500-EB-200-10500	PB-2	9300-34800	4200	4200	<b>9300</b>	13500	4200	<b>12090</b>	16290
16.	7450-225-9025-EB-225-11500	PB-2	9300-34800	4600	4600	<b>10230</b>	14830	4600	<b>13860</b>	18460
17.	7500-250-10000-EB-250-12000	PB-2	9300-34800	4800	4800	<b>10230</b>	15030	4800	<b>13950</b>	18750
18.	7500-250-10000-EB-250-13000	PB-2	9300-34800	5200	5200	<b>12090</b>	17290	5200	<b>13950</b>	19150
19.	8000-275-10200-EB-275-13500	PB-2	9300-34800	5400	5400	<b>12090</b>	17490	5400	<b>14880</b>	20280
20.	8000-275-10200-EB-275-13500 (Group A Entry)	PB-3	15600-39100	5400	5400	<b>15600</b>	21000	5400	<b>15600</b>	21000
21.	10000-325-13900	PB-3	15600-39100	6000	6000	<b>15600</b>	21600	6000	<b>18600</b>	24600
22.	10000-325-15200	PB-3	15600-39100	6400	6400	<b>15600</b>	22000	6400	<b>18600</b>	25000
23.	10650-325-15850	PB-3	15600-39100	6600	6600	<b>15600</b>	22200	6600	<b>19810</b>	26410
24.	12000-375-16500	PB-3	15600-39100	7600	7600	<b>18600</b>	26200	7600	<b>22320</b>	29920
25.	13500-375-17250	PB-3	15600-39100	8000	8000	<b>18600</b>	26600	8000	<b>25110</b>	33110
26.	14300-400-18300	PB-4	37400-67000	8700	8700	<b>37400</b>	46100	8700	<b>37400</b>	46100
27.	15100-400-18300	PB-4	37400-67000	8800	8800	<b>37400</b>	46200	8800	<b>37400</b>	46200
28.	16400-450-20000	PB-4	37400-67000	8900	8900	<b>37400</b>	46300	8900	<b>37400</b>	46300
29.	16400-450-20900	PB-4	37400-67000	9500	9500	<b>37400</b>	46900	9500	<b>37400</b>	46900
30.	18400-500-20400	PB-4	37400-67000	9800	9800	<b>37400</b>	47200	9800	<b>37400</b>	47200
31.	18400-500-22400	PB-4	37400-67000	10000	10000	<b>37400</b>	47400	10000	<b>37400</b>	47400
32.	22400-525-24500	PB-4	37400-67000	12000	12000	<b>37400</b>	49400	*		

\* Amended vide order dated 05.03.2010 as under w.e.f. 01.01.2006

Present Scale	Revised pay Structure		
	Name of Pay Band/ Scale	Corresponding Pay Band/ Scale	Corresponding Grade Pay
22400-525-24500	HAG	67000 - (annual Increment @ 3%) -79000	Nil

It is also ordered that the Government employees appointed as direct recruits on or after 01.01.2006 but before the implementation of the orders issued by FD under Endst. No. 1/83/2008-2PR (FD), dated 18.08.2009 shall be permitted to draw the basic pay (pay in pay band + GP) & PP as a personal measure which they are currently drawing. The personal pay so computed shall be adjusted and subsumed in future increments.

**For example: (1)** A Government employee was in receipt of basic pay of Rs. 15580/- i.e. pay in pay band Rs. 11980/- and GP of Rs. 3600/- as on 01.07.2009 as per Section-II of Part-A of the First Schedule of HCS (RP) Rules, 2008 and as per FD letter no 1/83/2008 2PR(FD) dated 18.08.2009 his basic pay comes to Rs. 14530/- i.e. pay in pay band Rs. 10930/- and GP of Rs. 3600/-. Hence, he is in receipt of Rs. 1050/- as PP i.e. Rs. 11980-10930 as on 18.08.2009 which will be adjusted and subsumed in future increments. Therefore, on the date of next increment i.e. 01.07.2010, his basic pay will be Rs. 15580/- i.e. pay in pay band of Rs. 11370/- + GP of Rs. 3600/- & PP of Rs. 610/-. After implementation of these orders w.e.f. 01.09.2010, he will continue to draw Rs. 11370/- (pay in pay band), Rs. 3600/- (GP) & Rs. 610/- (PP) and PP of Rs. 610/- shall be adjusted and subsumed in future increments.

**(2)** A Government employee was in receipt of basic pay of Rs. 21520/- i.e. pay in pay band Rs. 16120/- and GP Rs. 5400/- as on 01.07.2009 as per Section-II of Part-A of the First Schedule of HCS (RP) Rules, 2008 and as per FD letter no 1/83/2008 2PR(FD) dated 18.08.2009 his basic pay comes to Rs. 18560/- i.e. pay in pay band Rs. 13160/- and GP of Rs. 5400/-. Hence, he is in receipt of Rs. 2960/- as PP i.e. Rs. 16120-13160 as on 18.08.2009 which will be adjusted and subsumed in future increments. On further modification of entry level pay w.e.f. 01.06.2010 his basic pay comes to Rs. 21520/- i.e. pay in pay band of Rs. 14800/- + GP of Rs. 5400/- & PP of Rs. 1320/-. On the date of next increment i.e. 01.07.2010, his basic pay will be Rs. 21520/- i.e. pay in pay band Rs. 15410/-, GP of Rs. 5400/- & PP of Rs. 710/-. After implementation of these orders w.e.f. 01.09.2010, he will continue to draw Rs. 15410/- (pay in pay band), + Rs. 5400/- (GP) & Rs. 710/- (PP) and PP of Rs. 710/- shall be adjusted and subsumed in future increments.

It is further ordered that:

- (i) If as a consequence of these orders the senior promotee employee draws less pay than that of his junior direct recruit employee in the same cadre, the pay of the senior promotee employee may be stepped-up equal to the pay in pay band of junior direct recruit employee from the date of such event and his date of next increment shall also be same. However, if the pay of senior promotee employee becomes equal/ more than that of his junior direct recruit employee on his usual date of next increment on promotional post the stepping up of the pay shall be restricted to that date and his date of next increment will be as per rules.

**For example:** A Senior promotee employee is drawing basic pay of Rs. 13690/- i.e. pay in pay band of Rs. 10090/- and GP of Rs. 3600/- w.e.f. 01.07.2010 and a junior direct recruit employee will draw basic pay of Rs. 13830/- i.e. pay band of Rs. 10230/- and GP of Rs. 3600/- w.e.f. 01.02.2011 (date of direct recruitment). On usual date of next increment i.e. 01.07.2011 the senior promotee employee will draw basic pay of Rs. 14100/- i.e. pay in pay band of Rs. 10500/- and GP of Rs. 3600/- which exceeds the basic pay of direct recruits. Therefore, the pay of senior promotee employee shall be restricted to be stepped up from 01.02.2011 to 30.06.2011 and senior promotee employee will be entitled for annual increment w.e.f. 01.07.2011 as per his eligibility under the rules.

- (ii) If as a consequence of these orders the Government employee appointed as direct recruits on or after 18.08.2009/ 01.06.2010 but before the implementation of these orders and draws less pay than that of his junior employee appointed as direct recruits on or after 01.09.2010 shall be permitted to be stepped up of his pay equal to his junior from the date of such event and his date of next increment shall also be same.

This concludes the order.

Dated, Chandigarh  
the 14<sup>th</sup> December, 2010

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Endst. No. 1/83/2008-2PR (FD),**

**Dated, Chandigarh, the 16th December, 2010**

A copy is forwarded to the following for information and further necessary action at their end:-

1. All the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government Haryana.
2. Registrar (General), the High Court of Punjab and Haryana.
3. All the Heads of Department in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Sub Divisional Officers (Civil) in Haryana.

Sd/-  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**ORDER**

*(made under rule 17 and rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008)*

**No. 1/83/2008-2PR (FD),**

**Dated, Chandigarh the 29th July, 2011**

**Subject :** **Improving further the structure of Entry Level Pay for the 'post-01.01.2006' direct recruits in cadres/services of the State.**

Whereas sections of Government employee have represented against Government order No. 1/83/2008-2PR(FD), dated 16.12.2010 which determine the structure of entry level pay in the revised pay structure for direct recruits appointed on or after 1.1.2006 applicable w.e.f. 1.9.2010 and requested that same may be made applicable w.e.f. 1.1.2006.

Now after careful consideration the Government has decided that the structure of entry level pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 issued vide ibid orders shall be applicable w.e.f. **01-01-2006 on notional basis and w.e.f. 01-09-2010 on actual basis.** Accordingly, Para-6 of ibid order dated 16-12-2010 is modified to the following extent:-

*In exercise of the power vested under the provision of the rule 17 and rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling the Government so to do, it is ordered that the existing provisions under FD Instructions bearing No. 1/83/2008-2 PR (FD) dated 18.08.2009 and even No. dated 01.06.2010 (Entry Pay in the revised pay structure for direct recruits appoint on or after 01.01.2006) shall be omitted to be substituted by the following w.e.f. 01.01.2006 notionally and actually w.e.f. 01.09.2010.*

It is also ordered that the Government employees appointed as direct recruits on or after 01.01.2006 but before the implementation of the orders issued by FD under Endst. No. 1/83/2008-2PR (FD), dated 18.08.2009 shall be permitted to draw the basic pay (pay in pay band + GP) & PP, if any, as a personal measure as admissible after implementation of these orders. The personal pay so computed shall be adjusted and subsumed in future increments.

**For example: (1)** A Government employee was in receipt of basic pay of Rs. 15580/- i.e. pay in pay band Rs. 11980/- and GP of Rs. 3600/- as on 01.07.2009 as per Section-II of Part-A of the First Schedule of HCS (RP) Rules, 2008 and as per FD letter No. 1/83/2008-2PR(FD) dated 18.08.2009 his basic pay comes to Rs. 14530/- i.e. pay in pay band Rs. 10930/- and GP of Rs. 3600/-. Hence, he is in receipt of Rs. 1050/- as PP i.e. Rs. 11980-10930 as on 18.08.2009 which will be adjusted and subsumed in future increments. Therefore, on the date of next increment i.e. 01.07.2010, his basic pay will be Rs. 15580/- i.e. pay in pay band of Rs. 11370/- + GP of Rs. 3600/- & PP of Rs. 610/-. After implementation of these orders w.e.f. 01-01-2006 notionally and actually w.e.f. 01.09.2010, he will draw Rs. 12450/- (pay in pay band), Rs. 3600/- (GP) w.e.f. 01-09-2010 on actual basis.

**(2)** A Government employee was in receipt of basic pay of Rs. 21520/- i.e. pay in pay band Rs. 16120/- and GP Rs. 5400/- as on 01.07.2009 as per Section-II of Part-A of the First Schedule of HCS (RP) Rules, 2008 and as per FD letter No. 1/83/2008 2PR(FD) dated 18.08.2009 his basic pay comes to Rs. 18560/- i.e. pay in pay band Rs. 13160/- and GP of Rs. 5400/-. Hence, he is in receipt of Rs. 2960/- as PP i.e. Rs. 16120-13160 as on 18.08.2009 which will be adjusted and subsumed in future increments. On further modification of entry level pay w.e.f. 01.06.2010 his basic pay comes to Rs. 21520/- i.e. pay in pay band of Rs. 14800/- + GP of Rs. 5400/- & PP of Rs. 1320/-. On the date of next increment i.e. 01.07.2010, his basic pay will be Rs. 21520/- i.e. pay in pay band Rs. 15410/-, GP of Rs. 5400/- & PP of Rs. 710/-. After implementation of these order w.e.f. 01-01-2006 notionally and actually w.e.f. 01.09.2010, he will draw Rs. 16770/- (pay in pay band), + Rs. 5400/- (GP) w.e.f. 01-09-2010 on actual basis.

(3) (Upgraded pre-revised pay scale Rs. 7450-11500 to Rs. 8000-13500) A Government employee was in receipt of basic pay of Rs. 21520/- i.e. pay in pay band Rs. 16120/- and GP Rs. 5400/- as on 01.07.2009 as per Section-II of Part-A of the First Schedule of HCS (RP) Rules, 2008 and as per FD letter No. 1/83/2008-2PR(FD) dated 18.08.2009 his basic pay comes to Rs. 18560/- i.e. pay in pay band Rs. 13160/- and GP of Rs. 5400/-. Hence, he is in receipt of Rs. 2960/- as PP i.e. Rs. 16120-13160 as on 18.08.2009 which will be adjusted and subsumed in future increments. Therefore, on the date of next increment i.e. 01.07.2010, his basic pay will be Rs. 21520/- i.e. pay in pay band of Rs. 13720/- + GP of Rs. 5400/- & PP of Rs. 2400/-. After implementation of these order w.e.f. 01-01-2006 notionally and actually w.e.f. 01.09.2010, he will draw Rs. 15660/- (pay in pay band), + Rs. 5400/- (GP) and PP of Rs. 460 w.e.f. 01-09-2010 on actual basis and PP of Rs. 460/- shall be adjusted & subsumed in future increments.

It is further ordered that:

- (i) If as a consequence of these orders the senior promotee employee draws less pay than that of his junior direct recruit employee in the same cadre, the pay of the senior promotee employee may be stepped-up equal to the pay in pay band of junior direct recruit employee from the date of such event and his date of next increment shall also be same. However, if the pay of senior promotee employee becomes equal/ more than that of his junior direct recruit employee on his usual date of next increment on promotional post the stepping up of the pay shall be restricted to that date and his date of next increment will be as per rules.

**For example:** A Senior promotee employee is drawing basic pay of Rs. 13690/- i.e. pay in pay band of Rs. 10090/- and GP of Rs. 3600/- w.e.f. 01.07.2010 and a junior direct recruit employee will draw basic pay of Rs. 13830/- i.e. pay band of Rs. 10230/- and GP of Rs. 3600/- w.e.f. 01.02.2011 (date of direct recruitment). On usual date of next increment i.e. 01.07.2011 the senior promotee employee will draw basic pay of Rs. 14100/- i.e. pay in pay band of Rs. 10500/- and GP of Rs. 3600/- which exceeds the basic pay of direct recruits. Therefore, the pay of senior promotee employee shall be restricted to be stepped up from 01.02.2011 to 30.06.2011 and senior promotee employee will be entitled for annual increment w.e.f. 01.07.2011 as per his eligibility under the rules.

The other contents of ibid order dated 16-12-2010 shall remain unchanged.

This concludes the order.

**AJIT M. SHARAN**

Dated, Chandigarh  
the 14<sup>th</sup> July, 2011

Financial Commissioner & Principal Secretary  
to Government Haryana, Finance Department

Endst. No. 1/83/2008-2PR (FD),

Dated, Chandigarh the 29<sup>th</sup> July, 2011

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioner & Principle Secretaries/  
Administrative Secretaries to Government Haryana.  
Registrar (General), the High Court of Punjab and Haryana.  
All the Heads of Department in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

Sd/-

Under Secretary Finance (PR)  
for Financial Commissioner & Principal Secretary  
to Government Haryana, Finance Department

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***These instructions have been clarified vide No. 28/8/2009-5B&C, Dt. 09.04.2009 and modified vide No. 28/49/2009-5B&C, Dt. 18.01.2010.***

**Subject :** Requirements regulating the withdrawals and disbursements of the payment of 2nd instalment of accrued arrears consequent to pay revision of AIS officers.

Will the Chief Secretary and Financial Commissioners & Principal Secretaries in the departments of Home and Forest kindly refer to the subject captioned above?

2. It has been decided to direct that before authorizing the withdrawal and disbursement of the 2<sup>nd</sup> instalment of arrears amounting to 60% of the cumulative accrued arrears in FY-2009-10 to the AIS officer, whose arrears are debit to the consolidated fund of Haryana a fresh approval of the Finance Department to this effect shall be required to be obtained. It is also directed that wherever such arrear has been drawn and disbursed in exception to the requirement of this instruction even on a date prior to the date of issue of this instruction, the amount so paid may be voluntarily deposited back by the concerned officer into the consolidated fund through the appropriate receipt head.

3. Further, a complete list alongwith details of payment of cases where the said component of arrears were drawn and disbursed and subsequently could not be deposited back voluntarily in terms of stipulations in para 2 above must be sent to the F.D. within the next 15 days positively.

4. Accordingly, they all are requested to take all suitable measures including issuing separate guidelines/instructions, in order to ensure that the requirements of this instruction are adhered to.

5. This may kindly be brought to the notice of all concerned for strict compliance.

*Sd/-*

Under Secretary Finance (Budget),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary, Financial Commissioners & Principal  
Secretary, Home Department and Financial Commissioners  
& Principal Secretary, Forest Department.

**U. O. No. 28/8/2009-5B&C**

**Dated : 8th April, 2009**

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**Subject :** Clarifications regarding withdrawals and disbursal of the payment of 2nd instalment of accrued arrears consequent to pay revision of AIS officer.

Ref: This department's instructions conveyed through U.O. No. 28/8/2009-5B&C  
Dated: 8.4.2009.

Will the Chief Secretary and Financial Commissioners & Principal Secretaries in the departments of Home and Forest kindly refer to U.O. under reference and the subject captioned above?

2. Following doubts have been raised necessitating further clarification with reference to the U. O. under reference:

- (i) Whether it would be permissible to prescribe conditions other than the one prescribed by the Central Government for withdrawing and disbursing arrears to the officers of AIS serving in connection with the affairs of the State; and
- (ii) Whether officers of AIS on deputation, whose pay for the time being is not debitible on the consolidated fund of Haryana, are covered under the instruction dated 8.4.2009.

3. In this regard, it needs to be noted that the respective Pay Rules applicable on the services categorised as AIS do not prescribe for mechanism of disbursal of arrears accruing consequent to the Pay Revisions and, therefore, the subject is governed in terms of the provisions of 'The All India Services (Conditions of Services - Residuary Matters Rules, 1960' wherein the rule 2 (b) requires such issues to be regulated in following terms:

In the case of persons serving in connection with the affairs of a State, by the rules, regulations and orders applicable to officers of the State Civil Services, Class I, subject to such exceptions and modifications as the Central Government may after consultation with the State Government concerned, by order in writing make.

Thus clearly any mechanism of payment of arrears that is at variance to the order of such payments in case of officers of the State Civil Services Class I cannot be presumed to be applicable in cases of officers of AIS serving in connection with the affairs of State of Haryana solely on the ground that it has been made applicable by the Central Government in cases of their employee or in case of persons serving in connection with the affairs of the Union.

4. Further, as there is no separate Rules and Regulations governing the conditions of service of AIS officers while on deputation under the authority of the State Government, the ratio of the said rule 2(b) shall apply in such cases as well.

5. Therefore, the condition of withdrawals and disbursements of the payment of 2nd instalment of accrued arrears consequent to pay revision of AIS officers as laid in terms of instruction dated 8.4.2009 shall also apply in cases of all such officers of AIS working in connection of the affairs of the State of Haryana while being on deputation on the orders of the State Government to a company association or body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by a State Government a Municipal corporation or a Local Body.

6. Accordingly, they are all requested to take all suitable measures, including issuing separate guidelines/instructions, in order to ensure that the requirement of this

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instruction are adhered to.

7. This may kindly be brought to the notice of all concerned for strict compliance.

*Sd/-*  
Under Secretary Finance (Budget),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary, Financial Commissioner & Principal  
Secretary, Home Department and Financial Commissioners  
& Principal Secretary, Forest Department.

**U. O. No. 28/8/2009-5B&C**

**Dated : 9th April, 2009**

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No. 4/4(3)/98-2FR/1176

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

Chandigarh, the 20th May, 2009

To

All Heads of Departments,  
All Commissioners of Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Subject : Interest on arrear of Sixth Pay Commission deposited by Government servants in GPF Account.**

Sir,

Vide Para 14 of Finance Department Notification No. CSR/Const./Article 309/08 dated 30-12-08, the arrears of pay due to revision of pay scales shall be paid in cash. Now in this context, the Govt. has further decided that if a Govt. employees wishes to deposit his arrear in his GPF account he may be permitted to do so. However, this facility can be availed only when the arrears are not drawn in cash at the first place. When arrear are first drawn in cash and subsequently cash equivalent to arrears are proposed to be deposited in GPF afresh, the existing conditions would apply as if cash was being deposited in GPF. The amount of arrear deposited will earn interest and such interest will be payable from the date of crediting the pay arrear in the GPF account.

Yours faithfully,

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 4/4(3)/98-2FR/1176

Dated, Chandigarh, the 20th May, 2009

A copy is forwarded for information and necessary action to the :-

Accountant General (A&E), and Audit Flagman, Chandigarh.

The Director, HIPA, Gurgaon.

The Director, Treasuries & Accounts, Haryana, Chandigarh.

Principal Account Training Institute, Haryana, Panchkula.

Treasury Officers, Haryana, Chandigarh/Tees Hazari Court, Delhi.

Incharge, Computer, Cell (F.D.) 7th Floor, Haryana Civil Secretariat for placing these orders on FD's website.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified vide  
No. 28/42/2009-5B&C, Dt. 08.12.2009***

**Subject :** Drawing & Disbursing the first installment of arrears accruing to the eligible Government employees on account of the implementation of the Pay Revision in the State of Haryana.

Will all the Financial Commissioners & Principal Secretaries/ Administrative Secretaries to Govt. Haryana kindly refer to the department's U.O. of even number dated 23.3.2009 on the subject noted above?

2. The first installment of arrears of 40% accruing to the eligible Government employees on account of the implementation of the Pay Revision in the State of Haryana was to be drawn and disbursed upto 30.4.2009 in all cases. But Finance Department has observed that many cases of first installment of arrears (40%) are pending with the departments.

3. On reconsideration, the Finance Department has now decided that the first installment of arrears (40%), where it is still not disbursed due to one reason or the other, be drawn and disbursed immediately. The instructions issued earlier on this subject may please be kept in view while finalizing the cases where 40% arrears on account of pay revision have not yet been disbursed.

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner and Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

**U.O. No. 28/8/2009-5B&C**

**Dated, Chandigarh, the 12th August, 2009**

Endst. No. 28/8/2009-5B&C

Dated, Chandigarh, the 12<sup>th</sup> August, 2009

A copy is forwarded to the following for information and necessary action at their end.:-

Accountant General (A&E/Audit), Haryana, Chandigarh.  
Registrar (General), the High Court of Punjab & Haryana.  
The Director, Treasuries and Accounts, Haryana.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners/Deputy Commissioners in the State.  
All the Treasury Officers/Assistant Treasury Officers in-charge of Treasures/Sub Treasuries in Haryana.

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATIONS**

All the officers/Deputy Secretaries/Under Secretaries/Superintendents of Finance Department.  
In-charge, Computer Cell (FD) for placing it on the official website of F.D.

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***These instructions have been Revised vide  
No. 28/8/2009-5B&C, Dated 15.12.2010.***

**Subject :** Drawing & Disbursing the second instalment of arrears accruing to the eligible Government employees on account of the implementation of the Pay Revision in the State of Haryana.

Will all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Govt. Haryana kindly refer to the subject noted above?

2. The second installment of arrears of 30% accruing to the eligible Govt. employees on account of the implementation of the Pay Revision in the State of Haryana is to be drawn and disbursed in all cases as under:-

- (i) 30% arrears out of 60% would be payable after one year of drawal of 1<sup>st</sup> Installment of 40% arrears.
- (ii) The balance 30% arrears would be payable after one year of the drawal of 2<sup>nd</sup> Installment of 30% arrears.

Sd/-

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt. Haryana.

**U.O. No. 28/42/2009-5B&C**

**Dated Chandigarh, the 8th December, 2009**

Endst. No. 28/42/2009-5B&C

Dated Chandigarh, the 8<sup>th</sup> December, 2009

A copy is forwarded to the following for information and necessary action at their end:

The Accountant General (A&E/Audit), Haryana, Chandigarh.  
Registrar (General), the High Court of Punjab & Haryana.  
The Director, Treasuries and Accounts, Haryana.  
All the Heads of Departments in Haryana.  
All the Division Commissioner/Deputy Commissioners in State  
All the Treasury Officers/Assistant Treasury Officers in charge of Treasuries/  
Sub Treasuries in Haryana.

Sd/-

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATIONS**

All the Officers/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (FD) for placing it on the official website of FD.

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**Subject :** Drawing & Disbursing the second instalment of arrears accruing to the eligible All India Services (AIS) officers on account of the implementation of the pay Revision in the State of Haryana.

Will the Chief Secretary to Govt. Haryana (in Services-I Branch) and Financial Commissioners & Principal Secretaries to Govt. Haryana, Home and Forests Departments kindly refer to the subject noted above?

2. The second instalment of arrears of 30% accruing to the eligible All India Services (AIS) officers on account of the implementation of the Pay Revision in the State of Haryana is to be drawn and disbursed in all cases as under:-

- (i) 30% arrears out of 60% would be payable after one year of drawal of 1<sup>st</sup> Instalment of 40% arrears.
- (ii) The balance 30% arrears would be payable after one year of the drawal of 2<sup>nd</sup> Instalment of 30% arrears.

Sd/-  
Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Financial Department.

To

The Chief Secretary to Govt. Haryana (in Services-I Branch)  
Financial Commissioner & Principal Secretary  
to Govt., Haryana, Home Department.  
Financial Commissioner & Principal Secretary  
to Govt., Haryana, Forests Department.

**U.O. No. 28/49/2009-5B&C**

**Dated, Chandigarh, the 18th January, 2010**

Endst. No. 28/49/2009-5B&C

Dated, Chandigarh, the 18<sup>th</sup> January, 2010

A copy is forwarded to the following for information and necessary action at their end:-

The Accountant General (A&E/Audit), Haryana, Chandigarh.  
Registrar (General), the High Court of Punjab & Haryana.  
The Director, Treasuries and Accounts, Haryana.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners/  
Deputy Commissioners in the State.  
All the Treasury Officers/Assistant Treasury Officers in charge of  
Treasuries/Sub-Treasuries in Haryana.

Sd/-  
Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Financial Department.

**INTERNAL CIRCULATIONS**

All the Officers/Superintendents FG-I & FD-III Branches of the Finance Department.  
In-charge, Computer Cell (FD) for placing it on the official website of F.D.

\*\*\*\*\*

**Subject :** Drawing & Disbursing the 3rd installment of arrears accruing to the eligible Govt. employees on account of the implementation of the Pay Revision in the State of Haryana.

Will all the Financial Commissioners & Principal Secretaries/ Administrative Secretaries to Govt. Haryana kindly refer to this department's U.O. of even number dated 8.12.2009 on the subject noted above?

2. The 3<sup>rd</sup> installment of arrears of 30% accruing to the eligible Govt. employees on account of the implementation of the Pay Revision in the State of Haryana was to be drawn and disbursed after one year of the drawal of 2<sup>nd</sup> installment of 30% arrears.

3. On reconsideration, the Finance Department has now decided that the 3<sup>rd</sup> installment of arrears (30%), be drawn and disbursed in January, 2011. Therefore, they are requested to initiate process for drawing and disbursing the balance 30% arrears in January, 2010.

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Govt. Haryana.

**U.O. No. 28/8/2009-5 B&C**

**Dated Chandigarh, the 2nd December, 2010.**

Endst. No. 28/8/2009-5 B&C

Dated Chandigarh, the 2<sup>nd</sup> December, 2010.

A copy is forwarded to the following for information and necessary action at their end:-

1. The Accountant General (A&E/Audit), Haryana, Chandigarh.
2. Registrar (General), the High Court of Punjab & Haryana.
3. The Director, Treasuries and Accounts, Haryana.
4. All the Heads of Departments in Haryana.
5. All the Divisional Commissioners/Deputy Commissioners in the State.
6. All the Treasury Officers/Assistant Treasury Officers in-charge of Treasuries/ Sub-Treasuries in Haryana.

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATION**

- (i) All the Officers/Superintendents of the Finance Department.
- (ii) In-charge, Computer Cell (FD) for placing it on the official website of FD.

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**IMPORTANT**

**Subject :** Drawing & Disbursing the 3rd installment of arrears accruing to the eligible Govt. employees on account of the implementation of the Pay Revision in the State of Haryana.

Will all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Govt. Haryana kindly refer to this department's U.O. of even number dated 8.12.2009 on the subject noted above wherein the 3<sup>rd</sup> installment of arrears of 30% accruing to the eligible Govt. employees on account of the implementation of the Pay Revision in the State of Haryana was to be drawn and disbursed after one year of the drawal of 2<sup>nd</sup> installment of 30% arrears ?

On reconsideration, the Finance Department has now decided that the 3<sup>rd</sup> installment of arrears (30%) be drawn and disbursed in January, 2011. Therefore, they are requested to initiate process for drawing and disbursing the balance 30% arrears in January, 2011.

This letter is also available on the website of the department namely [www.finhry.gov.in](http://www.finhry.gov.in)

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Govt. Haryana.

**U.O. No. 28/8/2009-5B&C**

**Dated Chandigarh, the 15th December, 2010**

Endst. No. 28/8/2009-5B&C

Dated Chandigarh, the 15<sup>th</sup> December, 2010

A copy is forwarded to the following for information and necessary action at their end:-

The Accountant General (A&E/Audit), Haryana, Chandigarh.  
Registrar (General) the High Court of Punjab & Haryana.  
The Director, Treasuries and Accounts, Haryana.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners/Deputy Commissioners in the State.  
All the Treasury Officers/Assistant Treasury Officers in-charge of Treasuries/  
Sub-Treasuries in Haryana.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATION**

All the Officers/Superintendent of the Finance Department.  
In-charge, Computer Cell (FD) for placing it on the official website of FD.

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**Subject :** Report of Pay Revision Committee of Haryana dated 23rd December, 2008 - operationalising the recommendations/considering the suggestions made therein.

Will all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana kindly refer to the subject captioned above?

2. As they are aware, the Government accepted the said report in totality in terms of the minutes of the CMM dated 29.12.2008. The report, in addition to making recommendations relating to the structure of revised pay and allowance package, also contains a number of other actionable recommendations and suggestions. The recommendations relating to the structure of revised pay and allowance package have been operationalised through Notifications dated 30.12.2008 and subsequent relevant orders. However, other recommendations not directly related to recommendations/ suggestions relating to the structure of revised pay and allowance package are required to be implemented/considered for final decisions thereupon and a large number of such implementations/considerations are to be made by the concerned Administrative Departments, at times by way of consultation with the O/o Chief Secretary, Finance Department, L.R., etc. Some of them, if agreed upon, would also involve amending the existing Service Rules at places.

3. The process followed in such matters in ordinary course would have required such actions to be completed before authorising the revision of the structure of pay, but looking at the urgency involved, prior consideration and decision thereupon was dispensed with at the first place.

4. Now it is required that all the Administrative Departments must immediately go through the report very meticulously and complete all the formalities of implementing the 'other' recommendation/considering and taking final decision on suggestions pertaining to the class/categories of posts/matters falling within their respective administrative competence latest by 31st day of March, 2009. More specifically, for all such class/category of posts for which a relative up-gradation in pay/emoluments were recommended subject to the essential compliances, such as enhancing the essential qualifications, putting in place the process/mechanism of skill up-gradations, changing/amending the methods of recruitments, etc, essentially involving amendments in Service Rules, all such amendments must be carried out on or before the said 31st day of March, 2009 under intimation to the o/o Chief Secretary in the General Administration branch and the Finance Department in the Pay Revision branch.

5. In addition, the attention of Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana in departments of Excise & Taxation, Food & Supplies, Revenue, Planning, Transport, Power, Health, Technical Education, Employment, Home, Information Technology (as the co-coordinating department for IT professionals) and the three Engineering departments are drawn specifically to the Chapter-8 - General Recommendations of the report with the requirement that the recommendations/suggestions contained therein must be implemented/considered up to finality in so far as they relate to them within the time scheduled laid down in the above para. The o/o Chief Secretary is requested to issue suitable direction/take suitable steps in regard to the para 8.12 of the report by issuing uniform guidelines to be followed across the Government.

6. They are requested to take/initiate/cause to be initiated all necessary steps in this direction urgently.



7. These instructions should be brought to the notice of all concerned for strict compliance.

*Sd/-*  
Deputy Secretary Finance, (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana.

**U.O. No. 1/83/2008-1PR (F.D.)**

**Dated: 26th February, 2009**

Endst. No. 1/83/2008-1PR (F.D.)

Dated: 26<sup>th</sup> February, 2009

A copy is forwarded to the following for information and necessary action at their end:

Accountant General (A&E/Audit), Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Divisional Commissioners in Haryana.  
All the Head of Department, Haryana.

*Sd/-*  
Deputy Secretary Finance, (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

#### INTERNAL CIRCULATIONS

- (i) All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.
- (ii) In charge SSF, Accounts Branch w.r.t. para 8.2 of the report.
- (iii) In charge SSF, Ways & Means Branch w.r.t. para 8.6 of the report.
- (iv) In charge, Computer Cell (F.D.)

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**No. 2/1/2009-4FR**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to the Government of Haryana.  
All the Heads of Departments in the Government of Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

**Dated, Chandigarh, the 23rd April, 2009**

**Subject :** Defining the meaning and extent of the terms 'Pay', etc., while regulating the corresponding entitlements consequent to revision in structures of Pay.

Sir,

I am directed to refer to the subjected captioned above and to say that, as you are aware, the entitlement of a large number of allowances, advances and other similar facilities admissible to the eligible employees of Government are expressed in terms of/in relation to the terms like 'Pay' and 'Basic Pay' and other phraseologies intimately related/relative to them. Instances have come to notice that certain elements of confusion are prevailing in interpreting the meaning of these terms, more specifically in working out the revised admissibility consequent to the revised pay structures in terms of Haryana Civil Services (Revised Pay) Rules, 2008 and Haryana Civil Services (Assured Career Progression) Rules, 2008 making it necessary to issue clarifications in this regard.

2. After a careful consideration, now it has been decided to clarify that whenever and wherever the terms 'Pay', 'Basic Pay' and 'salary' appear in any Rule/Regulation/Instruction/Order while determining the eligibility/entitlement of allowances/advances, etc, whether after being revised consequent to the revision of Pay structure or otherwise, unless the context in the said Rule/Regulation/Instruction/Order requires them to mean otherwise, the eligibility/entitlement shall generally be regulated by taking the meaning of the terms 'Pay', 'Basic Pay' and 'salary' in the following manner:

- A. When the concerned employee is drawing his emoluments in the 'revised pay structure' under Haryana Civil Services (Revised Pay) Rules, 2008 or, as the case may be, under Haryana Civil Services (Assured Career Progression) Rules, 2008
- (i) The term 'Pay' shall mean and include 'the pay in the pay band + the applicable Grade Pay';
  - (ii) The term 'Basic Pay' shall mean and include 'the pay in the pay band';
  - (iii) The term 'Salary' shall mean and include 'the pay in the pay band + the applicable Grade Pay + admissible Dearness Allowance (D.A.) thereupon'.
- B. When the concerned employee is drawing his emoluments in the 'Pre-revised pay structure' under Haryana Civil Services (Revised Pay) Rules, 2008 or, as the case may be, under Haryana Civil Services (Assured Career Progression) Rules, 2008 or when the pay structure of the concerned employee is yet to be revised.

- (i) The term 'Pay' shall mean and include 'the basic pay + the dearness pay in the respective pre-revised scale of pay';
- (ii) The term 'Basic Pay' shall mean and include 'the basic pay in the respective pre-revised scale of pay'; and
- (iii) The term 'Salary' shall mean and include 'the basic pay + the dearness pay in the respective pre-revised scale of pay + admissible Dearness Allowance (D.A.) thereupon'.

3. Whenever and wherever the eligibility/entitlement is expressed in terms of phraseologies specific to either of the two groups mentioned under sub heads at 'A' and 'B' in para 2, their corresponding meanings needs to be derived out of this instruction and needs to be taken as applicable in the cases falling under the other group mutatis mutandis. For example if the entitlement includes phrase like 'pay in the pay band + grade pay' alone then for the pre-revised structure of pay to this extent it need to be considered as substituted with 'the basic pay + the dearness pay' and vice-versa.

4. In the event of some singularities still encountered or doubts still prevailing, the Finance Department should be liberally approached for seeking clarification through the concerned A.D.

5. These clarifications may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*

Under Secretary, Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Accountant General (A&E)/Audit, Haryana, Chandigarh, for information.

*Sd/-*

Under Secretary, Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

#### INTERNAL CIRCULATIONS

- (i) All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.
- (ii) In charge, Computer Cell (F.D.)

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

*Office Memorandum*

**No. 1/83/2008-2PR(FD)**

**Dated 16th June, 2009**

**Subject :** The advice of Finance Department tendered in the matters of revision of 'Pay and Allowances' admissible to the 'persons employed in connection with the affairs of Government of Haryana' either in terms of the provision in terms of Rules framed under some Act of legislature (subordinate legislation) or in terms of specific contract made for the purposes of their engagement, etc - procedure regarding.

Sir,

I am directed to invite your attention to the subject cited above and to say that the conditions of service of 'persons employed in connection with the affairs of Government of Haryana' either in terms of the provision of Rules framed under some Act of legislature (subordinate legislation) or in terms of specific contract made for the purposes of their engagement are essentially required to be regulated in terms of the provision of the relevant Rules or the Contract specifically made for engaging their services and, in so far as there are specific provisions in the relevant Rules or Contract, it is those provisions that shall prevail in exception to the other Rules on the subject such as the CSR, etc, or the executive instructions/orders/Notifications/regulations, etc.

2. On the specific request sought by the concerned Administrative Departments (A.Ds), the Finance Department has been tendering advice as a guidance to be followed while revising the scales/structure of 'Pay and Allowances' for the categories of persons as included in the subject cited above. Such advices under no circumstances are to be treated to have the force of amending the provisions of the relevant Rules/Contract, etc, that regulates the terms and conditions of the employments in the said categories and are to be treated as a mere guidance.

3. It would, therefore, be required to seek amendment in the relevant delegated legislation and/or to amend the terms and conditions of the employment in the said categories by following the prescribed procedure applicable for doing so before the 'Pay and Allowance' of the persons employed in the said categories are revised. If such a procedure requires the concurrence/approval/advice of the Finance Department to be obtained, it should be obtained afresh as a part of procedure and the guidelines tendered by the Finance Department earlier, though it can be mentioned, cannot be taken as substituting this requirement as the internal process of 'tendering guidelines' and 'affording concurrences in such like matters' are different within the Finance Department and Rules of Business.

4. Ordinarily, no such revisions should have been authorised and implemented prior to carrying out the requisite amendment in the delegated legislation and/or amending the terms and conditions of the employment in the said categories by following the prescribed procedure, yet instances have been noticed where it has been done in exception to such mandatory procedural compliances. Wherever a situation like this occurs, while seeking amendment, it must be mentioned clearly.

5. Accordingly, all the concerned Administrative Departments facing such like situations are now required to immediately get the amendments carried out in terms of this instruction pertaining to the 'persons employed in connection with me affairs of Government of Haryana' and falling within the scope of subject cited above.

6. It must be borne in mind that in the absence of the authorisation of the required amendments in the circumstances narrated above, in all such cases where a system other than the one envisaged in terms of the relevant provisions of Delegated Legislation/Contract have been put in place, they are all purely adhoc and lacks jurisdiction. Therefore, the expected compliances in terms of this memorandum must be delivered as quickly as it can be possible. Further to it, it could be the provisions of respective amendments that will finally determine the lawful admissibility in exception to the import of the advices tendered by the Finance Department.

7. To ensure compliance and insulate against the attitude of complacency that may yet prevail, the Treasuries are being directed not to entertain/authorise such of the claims of 'Pay and Allowances' with effect from 1.8.2009 that are at variance to the relevant provisions of the Delegated Legislation (Rules)/Contracts and with reference to which relevant amendment has not been carried out. Further, the restriction of the deadline '1.8.2009' shall also apply on all such cases where payment of 'Pay and Allowance' is being made through mechanism other than the Treasury compliances.

8. These instructions should be brought to the notice of all concerned for strict compliance and taking appropriate corrective measures wherever required.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Divisional Commissioners in Haryana.  
All the Heads of Department, Haryana.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/83/2008-2PR (FD)

Dated, Chandigarh, the 16.6.2009

A copy is forwarded to the following for information and necessary action at their end:

Accountant General (A&E/Audit), Haryana.  
Director, Treasury & Accounts, Haryana (with 150 spare copies) with a request to ensure compliance required in terms of para 7 of this memorandum.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

#### INTERNAL CIRCULATIONS

All the Officers/Deputy Secretaries/Under Secretaries/Superintendent of F.D.  
In Charge, Computer Cell (F.D).

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

*Office Memorandum*

**No. 1/83/2008-2PR(FD)**

**Dated: 16th June, 2009**

**Subject :** Implementation of/giving effect to the decisions of Pay Anomaly Committee and advice of Finance Department that has the effect/implications of varying the 'structure of Pay and Allowances' as authorised in terms of 'Haryana Civil Services (Revised Pay) Rules, 2008' and 'Haryana Civil Services (Assured Career Progression) Rules, 2008' (2008 Rules) - procedure regarding.

Sir,

I am directed to invite your attention to the subject cited above and to say that the conditions of service of persons working in connection with the affairs of the Government of Haryana is required to be regulated in terms of the provision of the Article 309 of the Constitution of India. The 2008 Rules were, accordingly made under the proviso to the Article 309 of the Constitution of India and put the revised structures of Pay and Allowances and conditions of its regulation. Further, in terms of the Rules of Business, the competence under the proviso to the Article 309 of the Constitution of India is exercisable by the 'Council of Ministers (CMM)' alone and they (the Rules framed under the said proviso) can only be superseded either by another Rule framed under the said proviso superseding it or by a legislation enacted by the legislature of State or by a competent court of law laying down a law. The executive instructions/orders/Notifications/regulations, etc, would, in such a scenario, cannot have file effect of 'amending the Rules so framed' save to such an extent as they are authorised in terms of the Rules/law itself.

2. After the 2008 Rules came into being, certain circumstances that were faced by the Government prompting the 'Pay Anomaly Committee' to be constituted. This Committee was a purely recommendary body and their minutes in themselves cannot have the effect of superseding the provisions of 2008 Rules. Further to it, the accepted recommendations of this Committee by the executive Government were conveyed to the concerned Government department through advice issued by the Finance Department. But such advices are also not good enough to be treated as having superseded the respective provisions of the 2008 Rules in the circumstances as explained above.

3. It would, therefore, be required to seek the decision of CMM on all such accepted recommendations in terms of the Rules of Business and the final decision made by the CMM on the subject alone shall have the potency of superseding the relevant provisions of the 2008 Rules. Rest all implementations would be devoid of requisite competence. The 2008 Rules fall within the domain of Finance Department and, therefore, memorandum before the CMM would be taken by the Finance Department.

4. Accordingly, all the concerned Administrative Departments are now required to immediately prepare and forward the draft of memorandum that is required to be placed before the CMM seeking its decision in terms of the 'accepted recommendation of the Pay Anomaly Committee as conveyed through advice' to the Finance Department urgently. In the event some of such 'accepted recommendation' has already been implemented, it must find a mention in the draft memorandum so prepared. Such drafts must be so sent as to reach the Finance Department in the Pay Revision Branch within 15 days counted from the date of issue of this

memorandum or, as the case may be, within 15 days counted from the date on which the 'accepted recommendation' is conveyed through advice by Finance Department. Such memorandum must be prepared and forwarded in all cases where the 'conditions as laid down in terms of the 2008 Rules are proposed to be varied', but in all cases where the structure of pay, mandatory conditions, including minimum length of service, of admissibility and the pecuniary quantum of allowances are proposed to be varied, such a draft memorandum shall be a mandatory requirement. A soft copy of such a draft of memorandum must be sent invariably alongwith the proposal.

5. In addition, wherever required, the concerned Administrative Departments (A.Ds) should also take steps to amend the relevant Service Rules making them consistent with the conditions as laid down in the 2008 Rules and any subsequent amendment to it. Such memorandums, however, fall in the domain of the concerned A.Ds.

6. It must be borne in mind that in the absence of the authorisation of CMM in the circumstances narrated above, in all such cases where a system other than the one envisaged in terms of the 2008 Rules have been put in place, they are all purely adhoc and lacks jurisdiction. Therefore, the expected compliances in terms of this memorandum must be delivered as quickly as it can be possible. Further to it, it would be the decision of CMM on the subject that will finally prevail in determining the lawful admissibility in exception to the import of the advice tendered by the Finance Department.

7. To ensure compliance and insulate against the attitude of complacency that may yet prevail, the **Treasuries are being directed not to entertain/authorise such of the claims of 'Pay and Allowances' with effect from 1.8.2009** that are at variance to the provisions of the 2008 Rules and with reference to which, decisions of the CMM has also not been obtained in terms of these instructions.

8. These instructions should be brought to the notice of all concerned for strict compliance and taking appropriate corrective measures wherever required.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Divisional Commissioners in Haryana.  
All the Heads of Department, Haryana.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

***Notification***

**The 14th July, 2009**

**No. 1/83/2008-1PR(FD).**— In partial super session/modification of the Govt. Notification No. 1/83/2008-1PR(FD) dated 7<sup>th</sup> January, 2009, the Governor of Haryana is pleased to determine the terms of reference, jurisdiction and tenure of the Pay Anomaly and Grievance Committee in following terms:

2. The modified term of reference of the Committee shall as follows:-
  - (i) To consider the representations received for removal of Pay Anomalies arising out the implementation of pay revisions vide Haryana Civil Services (Revised Pay) Rules, 2008 and Haryana Civil Service (Assured Career Progression) Rules, 2008 and make its recommendations to the Government on such representations from time to time.
  - (ii) To consider other representations/issues related to the adequacy of pay and emoluments promised in terms of Haryana Civil Services (Revised Pay) Rules, 2008 and Haryana Civil Service (Assured Career Progression) Rules, 2008 to specific categories of posts/employees working in connection of the affairs of the Government of Haryana and make its recommendations from time to time to the Government in such of the cases where it finds a justification to restructure/revise the structure of pay and emoluments further.
  - (iii) To consider such other issues as the Government may, either generally or specifically, refer to it for its consideration and make it recommendation on such a consideration to the Government as and when required.
3. The Committee may, in the furtherance of the cause of its functions/ discharge of its responsibilities, co-opt, either generally or for any specific purpose, such person(s) as it deems fit.
4. Financial Commissioner, Revenue, Haryana shall also be a member of the Pay Anomaly and Grievance Committee.
5. The Pay Anomaly Committee shall continue its functions till such time as this Notification subsists and is neither rescinded nor superseded.
6. The Headquarters of the Committee shall continue to be at Chandigarh.

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



A copy is forwarded to the following for information and necessary action:-

Chief Secretary to Government, Haryana.

Financial Commissioner & Principal Secretary to Government, Haryana,  
Revenue Department.

Financial Commissioner & Principal Secretary to Government, Haryana,  
Finance Department.

Legal Remembrance & Secretary to Government, Haryana, Legislative  
Department.

Special Secretary, Finance, Dealing with the Pay Revision Branch

*Sd/-*

Deputy Secretary Finance

*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 2/33/2011-4PR(FD)**  
**GOVERNMENT OF HARYANA**  
**DEPARTMENT OF FINANCE**  
*Office Memorandum*

**Dated, Chandigarh, the 28th June, 2011**

To

All Heads of Departments,  
 Commissioner of Divisions,  
 All Deputy Commissioners and  
 Sub Divisional Officers (Civil) in Haryana.  
 The Registrar, Punjab & Haryana High Court, Chandigarh.

**Subject : Implementation of Haryana Civil Services (Assured Career Progression) Rules, 2008 – Clarification regarding.**

Following the notification of HCS (ACP) Rules, 2008, this department has received references from some Administrative Departments seeking clarification regarding Implementation of Haryana Civil Services (Assured Career Progression) Rules, 2008. The matter has been considered in the department. The points of doubts raised by the Administrative Department and the clarifications thereto are as under:-

Sr. No.	Point of Doubts	Clarification
1.	<p>What will be the entitlement of a Government employee as per provisions contained in HCS(ACP) Rules, 2008 in the following circumstances:-</p> <p>1. Mr. 'X' was appointed as Vice Principal (Group-B) on 08-04-1986. whether he is eligible for 1<sup>st</sup> ACP upgradation w.e.f. 01.01.2006 and 2<sup>nd</sup> ACP upgradation w.e.f. 01.05.2006 as he has stagnated for 10 years or more on or before 31.12.2005 and completed his 20 years regular satisfactory service as on 07.04.2006.</p> <p>2. Mr. 'X' was appointed as Clerk on 10.05.1982. He was promoted to the post of Assistant on 21.04.1986. Whether he is eligible for 1<sup>st</sup> ACP grade pay with reference to the pay structure of Assistant w.e.f. 01.01.2006 and 2<sup>nd</sup> ACP grade pay w.e.f. 01.05.2006.</p> <p>3. Mr. 'X' was appointed as Clerk on 10.05.1982. He was promoted to the post of Assistant on 19-10-1985. Whether he is eligible for 1<sup>st</sup> ACP grade pay or 2<sup>nd</sup> ACP grade pay w.e.f. 01-01-2006 with reference to the pay structure of Assistant.</p>	<p>1 &amp; 2 - It is clarified that official/officer is entitled for 1<sup>st</sup> ACP grade pay with reference to the functional pay structure of the post of Assistant/Vice Principal w.e.f. 01.01.2006 and 2<sup>nd</sup> ACP grade pay w.e.f. 01.05.2006.</p> <p>3. Since, the official has stagnated on the post of Assistant for more than 20 years as on 31.12.2005, therefore, he is entitled for 2<sup>nd</sup> ACP grade pay w.r.t. the functional pay structure of the Assistant.</p>
2.	<p>Whether a Government employee appointed on the post of peon and promoted to the post of Clerk is entitled for two or three ACP upgradations if he stagnates on the post of Clerk for 30 years.</p>	<p>Since, he has already got one financial upgradation in the form of promotion from Peon to Clerk, therefore, official is entitled for two ACP upgradations with reference to the pay structure of Clerk on his stagnation for 30 years as maximum three financial upgradations are admissible under HCS(ACP) Rules, 2008.</p>

<b>Sr. No.</b>	<b>Point of Doubts</b>	<b>Clarification</b>
3.	Whether the period during which a Government employee is found unfit for ACP upgradation due to departmental proceedings or otherwise have consequential effect on subsequent ACP upgradation.	The reply is in affirmative.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

***Office Memorandum***

**The 16th December, 2010**

**Aims and Objects:**

**No. 6/48/2009-2PR(FD).**— On the persistent demand of Haryana Government employees for removal of stagnation, the following incentive schemes were introduced by the State Government to remove stagnation in their service careers.

**(a) Scheme of grant of Additional increment at 10 and 20th year point in time scale to all Group 'C' and 'D' employees:-**

This scheme was introduced by the Government with effect from 1<sup>st</sup> January, 1991 vide its letter No. 9/9/91-3PR(FD), dated the 14<sup>th</sup> May, 1991. The objective was to provide some financial addition to the emoluments of employees to partially offset the effect of stagnation on account of lack of promotional avenues.

**(b) Scheme of open ended pay scales:**

The employees used to get biennial stagnation increments after reaching the maximum of the scale. However, the Government introduced the system of open ended pay scales for employees of Group 'C' and 'D' with effect from 1<sup>st</sup> January, 1991 vide its letter No. 9/9/91-3PR(FD), dated the 14<sup>th</sup> May, 1991. It was provided that employees belonging to these categories would get annual increments even after reaching the maximum of the pay scale as against biennial increments. Thus, with this one measure, it was ensured that no employee would stagnate after reaching the maximum of his scale.

**(c) Scheme of Grant of Additional Increment(s) to Group 'C' and 'D' employees on completion of 8 and 18 years service.**

The scheme was introduced by the Government vide its letter No. 1/138/92-1PR(FD) dated the 7<sup>th</sup> August, 1992. The scheme was introduced on the persistent demand of the employees and the benefit granted under the first scheme was advanced under this scheme. Thus the Government sanctioned a more beneficial scheme.

**(d) Scheme of grant of higher standard pay scales to Group 'C' and 'D' employees on completion of ten years or more and twenty years or more of regular satisfactory service:-**

The Government introduced this scheme with a view to remove stagnation of its employees of Group 'C' and 'D' categories in replacement of the scheme mentioned at (c) above, whereby time bound higher standard pay scales were granted to the Haryana Govt. employees of Group 'C' and 'D' categories with effect from the 1<sup>st</sup> January, 1994 vide letter No. 1/34/93-4PR(FD), dated the 8<sup>th</sup> February, 1994.

**(e) Haryana Civil Services (Assured Career Progression) Rules, 1998.**

The above mentioned Higher Standard Pay Scales Scheme was substituted by a new scheme by framing service rules under the provision of article 309 of the

Constitution of India. This scheme was framed by the Central Fifth Pay Commission. The same was suitably adopted by the State Government. Accordingly, the said scheme was framed for Haryana Government employees with effect from 1<sup>st</sup> January, 1996.

**(f) Haryana Civil Services (Assured Career Progression) Rules, 2008.**

After general revision of pay scales consequent to Sixth Pay Commission of Government of India a new scheme was introduced by framing service rules titled as Haryana Civil Services (ACP) Rules, 2008 by replacing the old scheme. The said scheme is applicable with effect from 1<sup>st</sup> January, 2006. Under this scheme, three ACP scales have been provided to govt. employees after completion of 10/20/30 years regular satisfactory service.

The eligibility for grant of ACP scale under the Haryana Civil Services (ACP) Rules, 1998 is prescribed in rule 5 which is reproduced below. The first ACP scale is admissible after 10 years regular satisfactory service and second ACP scale is admissible after completion of 20 years regular satisfactory service. The word regular satisfactory service has been defined in the note to rule 5:-

**“5” Eligibility for Grant of ACP Scales:- (1)** Every Government servant who, after a regular satisfactory service for a minimum period of 10 years, if the minimum period is not otherwise prescribed to be different than 10 years either in these rules or by the Government for any class or categories of Government servant from time to time, has not got any financial upgradation in terms of grant of a pay scale higher than the functional pay scale prescribed for the post as on 31.12.1995, on which he was recruited as a direct recruited fresh entrant:-

- (a) either as a consequence of his functional promotion in the hierarchy, or
- (b) as a consequence of the revision of pay scale of the same post, or,
- (c) as a consequence of any other event through which the functional pay scale of the post has been upgraded, with respect to the functional pay scale prescribed for the post as on 31.12.1995, shall for the purposes of drawn of pay, be eligible for placement into the First ACP scale with reference to him.

(2) Every Government servant who, after a regular satisfactory service for a minimum period of 20 years, if the minimum period is not otherwise prescribed to be different than 20 years either in these rules or by the Government for any class or categories of Government servant from time to time, has not got more than one financial upgradation in terms of grant of a pay scale higher than the functional pay scale prescribed for the post as on 31.12.1995 on which he was recruited as a direct recruited fresh entrant:-

- (a) either as a consequence of his functional promotion in the hierarchy, or
- (b) as a consequence of the revision of pay scale of the same post, or
- (c) as a consequence of any other event through which the functional pay scale of the post has been upgraded, with respect to the functional pay scale prescribed for the post as on 31.12.1995, shall for the purposes of drawal of pay, be eligible for placement into the Second ACP scale with reference to him;

Provided that grant of ACP scale shall also be considered financial upgradation for the purposes of this rule.

**Note. —** For the purpose of these rules, “Regular satisfactory service” would mean continuous service counting towards seniority under Haryana Government, including continuous service in Punjab Government before re-organization, commencing from the date on which the Government servant joined his service after being recruited through the prescribed procedure or rules etc. for regular recruitment, in the cadre in which he is working at the time of being considered his eligibility for grant of ACP scales under these rules and after further fulfilling all the requirements prescribed for determining the suitability of grant of ACP scales.”

**EXPLANATION:** The ACP scale upgradation will come into play only if due to functional promotion or upgradation of scale for the same post as specified above, the Government servant has not got the benefit of atleast one pay scale upgradation within the prescribed period of 10 years or any other prescribed period for the grant of 1st ACP scale or two such financial upgradations within a period of 20 years or within the period otherwise specified for grant of second ACP scale. If within 10 years of service or within the prescribed period of service for the grant of 1st ACP; the employee has already got atleast one financial upgradation or within 20 years of service, as the case may be, or otherwise prescribed period of service for the grant of second ACP scale, the Government servant has already got atleast two financial upgradations, benefit of these rules will not be extended to such employees save if otherwise provided in these rules.

(3) For determining the eligibility of grant of ACP Scales, following conditions must also be fulfilled by the Government servant :-

- (a) After completing the respective prescribed period for eligibility for the grant of ACP scales the Government servant should be fit to be promoted to the next higher post in the functional hierarchy in his cadre, but could not be functionally promoted due to lack of vacancy in the promotional post in the hierarchy to which he is eligible to be promoted;
- (b) If such promotion involves test of any departmental post or other test etc. such condition should also be fulfilled by such Government servant.

(4) The eligibility for grant of the ACP scales shall further be subject to any other restriction as may be prescribed by the Government from time to time including the restriction of the number of Government servant to be granted the respective ACP scales in terms of percentage of posts in the cadre to which such ACP placements shall be limited;

Provided that till the time such restrictions are not imposed by the Government –

- (a) there shall be no restriction on the number of Government servants to be granted the first or second ACP scales with reference to the Government servants covered in sub-rule (2) of rule 4.
- (b) for the Government servants covered in sub-rule (1) of rule 4, there shall be no restriction on the number of Government servants for grant of first ACP scale. However, the grant of the second ACP scale for such Government servants as covered in sub-rule (1) of rule 4 shall be limited to 20% of the total posts in the cadre”.

The eligibility for grant of ACP scale under the provisions of Haryana Civil Services, ACP Rules, 2008 have been mentioned in Rule-6/7. From the perusal of these rules, it is clear that only regular satisfactory service is to be considered for grant of ACP scale under this scheme. The word regular satisfactory service has been defined in note to Rule-7. Rule 6 and 7 are reproduced as under:-

**“6. Eligibility for grant of cadre specific ACP pay band and grade pay.—**

For the grant of cadre specific ACP pay band and grade pay the eligibility conditions will be the same as mentioned in Part I of Schedule I of these rules, apart from the general conditions of eligibility given in rule 8 hereunder.

**7. Eligibility for Grant of ACP grade Pay under the general ACP scheme.—**

(1) Every Government servant covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the first ACP grade pay (given in column 4 of Part II of Schedule I in respect of the functional pay scale or pay structure of his post) if he has completed 10 years of regular satisfactory service and has not got any financial upgradation in these ten years with reference to the functional pay structure of the post to which he was recruited as a direct entrant. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/ modification of the pay structure for the same post after 1.1.2006.

(2) Every Government servant covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the second ACP grade pay (given in column 5 of Part II of Schedule I in respect of the functional pay scale or pay structure of his post) if he has completed 20 years of regular satisfactory service and has not got any financial upgradation in the last ten years. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/ modification of the pay structure for the same post after 1.1.2006.

(3) Every Government servant covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the third ACP grade pay (given in column 6 of Part II of Schedule I in respect of the functional pay scale or pay structure of his post) if he has completed 30 years of regular satisfactory service and has not got any financial upgradation in the last ten years and has not got more than two financial upgradation so far. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/ modification of the pay structure for the same post after 1.1.2006.

(4) In case of a Government servant who gets promoted, he will be considered for the next ACP grade pay after he completes 10 years of regular satisfactory service in the promotional post without any financial upgradation and will be entitled to the next ACP grade pay with reference to the grade pay of the promotional post he holds.

Provided that a Government servant shall not be entitled to avail ACP upgradation if, he has already availed of three financial upgradation of any kind in his career.

**Note.—** For the purpose of these rules, “regular satisfactory service” means continuous service counting towards seniority under Haryana Government, including continuous service in Punjab Government before re-organization, commencing from the date on which the Government servant joined his service after being recruited through the prescribed procedure or rules etc. for regular recruitment, in the cadre in which he is working at the time of being considered his eligibility for

grant of ACP pay band and grade pay under these rules and further fulfilling all the requirements prescribed for determining the suitability of grant of ACP pay structure.

**Explanation.—** The ACP pay structure upgradation in the form of first ACP grade pay will come into play only if a Government servant has not got the benefit of at least one grade pay upgradation within the prescribed period of first 10 years. Similarly, the second and third ACP grade pays will come into play only if a Govt. servant does not get two upgradations after twenty years of service and three upgradations after thirty years of service. If within 10 years of service, the Government servant has already got at least one financial upgradation or within 20 years of service, the Government servant has already got atleast two financial upgradations, or within 30 years of service, the Government servant has already got at least three financial upgradations, benefit of these rules will not be extended to such employees save if otherwise provided in these rules”.

Apart from this, for grant of additional increments after completion of 8/18 years service mentioned at (c) and Higher Standard Scale Scheme mentioned at (d), regular satisfactory service is to be considered as per provisions of these schemes.

After closure of some Boards/Corporations, it was decided to adjust the surplus staff of the said Boards/Corporations on transfer basis into the Government departments with certain terms and conditions. Benefit of past service was given towards pay protection. Wherever, the previous service in Boards/Corporations/Municipal Committers was pensionable, the benefit of past service towards pension was also given. However, it was decided not to count the previous service towards seniority.

Some Government employees approached the Hon'ble High Court by way of various writ petitions claiming therein the benefit of past service rendered by them in Boards/Corporations/Municipal Committees towards grant of Higher Standard Scale/ACP Scale given to the Haryana Government employees under the above mentioned incentive schemes for which regular satisfactory service was required. Since the service rendered in the Boards/Corporations/Municipal Committees was not covered under the definition of Regular Satisfactory Service, the benefit of this service was not given for grant of incentive introduced vide schemes mentioned at (c) to (f). Ultimately, the said issue has been settled by the Hon'ble Supreme Court of India in a bunch of Civil Appeal in main Civil Appeal No. 4446 of 2008 State of Haryana and others V/s Deepak Sood. The observations of Hon'ble Supreme Court of India in Deepak Sood's case are reproduced as under:-

“A perusal of these terms and conditions makes it clear that what is being lost by these surplus staff is their seniority. They will have to get zero seniority in the new Department but their past service has been counted for fixation of pay as well as pensionary benefits. The scheme of ACP Grade came subsequently. On that basis the respondents made a grievance that they were being denied the benefit of ACP and the services rendered by them in the Municipal Committee has not been counted for the purposes of calculating 10/20 years of service in the Department. It is a misfortune that the respondents have been declared surplus in the Municipal Committee, Panipat but the Government has been benevolent to them and absorbed them in the State Government but denied them the benefit of past service for the purpose of seniority. However, at the same time they have counted their past service for the purpose of pay and pensionary benefits. Once the Government considered them eligible for fixation of pay and pensionary benefit and counted their past service then there is no reason why ACP grade should be denied to them. Having lost, at one hand their seniority in the new department, it would be unfair to deny them the benefit of ACP grade.



When the Government counts their past service for grant of the benefit of pay fixation and pension, there is no reason why their past service should not be given the benefit of ACP Grade.

A similar question came up before this Court in the case of (1) Dwijen Chandra Sarkar and another versus Union of India and another reported in AIR 1999 SUPREME COURT 598. In almost identical situation a person was transferred to another department on administrative grounds and his past service of 16 years was not counted. He challenged the same and matter ultimately reached before this Court and this Court after considering the matter came to the conclusion that granting them higher grade under the Scheme for time bound promotion does not, therefore, offend the condition imposed in the transfer order. It was observed by this Court, "We are, therefore, of the view that the appellants are entitled to the higher grade from the date on which they have completed 16 years and the said period is to be computed on the basis of their total service both in the Rehabilitation Department and the P & T Department."

Their Lordships referred to earlier judgments given by this court i.e. in the case of Renu Mullick versus Union of India 1994 (1) SCC 373. In this case also in identical situation the benefit was given to incumbent likewise in Raksha Mantri versus V.M. Joseph reported in 1998(5) SCC 305 and in the case of A.P. State Electricity Board versus R. Parthasarathi reported in 1998 (9) SCC 425. The same principle was re-affirmed recently in the case of State of Maharashtra & Ors. Vs. Uttam Vishnu Pawar (2008) 2 SCC,646 to which one of us (A. K. Mathur, J.) was a party, wherein in para 13 it was observed as under :-

"Therefore, in view of the consistent approach of this Court, it is no more resintegra that the incumbent on transfer to the new department may not get the seniority but his experience of the past service rendered will be counted for the purpose of other benefits like promotion or for the higher pay scale as per the Scheme of the Government."

Therefore, in the series of judgments given by this Court the view has been taken that in case of a transfer/absorption from one department to another or from public sector to State though the benefit of the seniority may be denied to the incumbent but not for other benefits like pay fixation and for the pensionary benefits. Therefore, when the benefit of past service rendered in the parent department was given for fixation of pay and pensionary benefits, there is no reason why the past service should not be counted for grant of ACP Grade. Consequently, we are of the view that the view taken by the Division Bench of the High Court in the impugned judgment and order is correct and there is no ground to interfere in this appeal. Consequently, this appeal is dismissed but with no order as to costs".

After dismissal of a bunch of Civil Appeals in main Civil Appeal No. 4446 of 2008 State of Haryana and others V/s Deepak Sood, SLP No. 11224 of 2009 was filed in State of Haryana Vs. Ramesh Chander by the State of Haryana wherein it was specifically mentioned that the services rendered by the respondents cannot be considered as regular satisfactory service as defined in Rule-5 of the ACP Rules, 1998. Now, the Hon'ble Supreme Court of India vide order dated 9.12.2010 has dismissed the above SLP alongwith a bunch of SLPs. Due to this position, it has been decided to add these employees as a special category under the provisions of ACP Rules by exercising powers under the provisions of Rule 21 of Haryana Civil Services (ACP) Rules, 1998 and Rule 26 of Haryana Civil Services (ACP) Rules, 2008.

Accordingly, all the employees initially appointed in Boards/Corporations/Municipal Committees and **declared surplus and subsequently appointed on transfer basis in other departments and the benefit of pay protection has been given** are entitled to the benefits of incentives introduced under the schemes mentioned at (c) to (f) after completion of

requisite length of service, as the case may be, after counting their past service rendered by them in Boards/Corporations/Municipal Committees.

If as a consequence of grant of these benefits after counting past service rendered in their original Boards/Corporations/Municipal Committees their pay is fixed higher than their seniors, the senior Government employee will not be entitled to the benefit of stepping up under the provisions of these schemes because these benefits have been extended to these employees in accordance with the orders of the Hon'ble Supreme Court of India by treating them as a special category.

AJIT M. SHARAN  
Financial Commissioner and Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 6/48/2009-2PR(FD)

Dated, Chandigarh, the 16<sup>th</sup> December, 2010

A copy is forwarded to the following for information and further necessary action at their end:-

1. All the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana.
2. Registrar, Punjab & Haryana High Court.
3. All the Heads of Departments in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Sub Divisional Officers (Civil) in Haryana.

Sd/-  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 6/48/2009-2PR(FD)

Dated, Chandigarh the 16<sup>th</sup> December, 2010

A copy is forwarded to the following for information and necessary action at their end:-

- (i) Accountant General (A&E/ Audit), Haryana.
- (ii) Home Secretary, Chandigarh Administration.

Sd/-  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

#### INTERNAL CIRCULATIONS

- (i) All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.
- (ii) In charge, Computer Cell(F.D.)

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**No. 5/10/99-1PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government, Haryana,  
All Heads of the Departments in Haryana,  
The Commissioner Ambala, Hisar,  
Rohtak and Gurgaon Divisions,  
All Deputy Commissioners in Haryana,  
All Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 13th May, 2010****Subject : Regarding clarification of the financial up-gradations in the case of ACP matters.**

Sir,

Reference on the subject noted above.

I am directed to refer to Haryana Government Notification No. GSR/Const/Art/309/08 Haryana Civil Service (Pay Revision) Rules, 2008 dated 30.12.2008 and GSR/Const/Art/309/08 Haryana Civil Services (ACP) Rules, 2008 dated 30.12.2008 vide which the pay scales of State Government employees were revised w.e.f. 01.01.2006.

After careful consideration, the Govt. has decided to treat financial up gradation under Haryana Civil Services (ACP) Rules, 2008 in the following situations/conditions in the various matters.

Sr. No.	Issue raised	Clarification
1.	Whether the additional increments granted at 10/20 and 8/18 years may be treated as a financial up-gradation or not ?	Additional increments granted at 10th and another at 20th year point in the time scale as applicable from 1.1.1986 to all group 'C' and 'D' employees vide FD letter No. 9/9/91-3PR (FD) dated 14.5.91 and on completion of 8 and 18 years of regular satisfactory service in a particular group vide FD letter No. 1/138/92-1PR(FD) dated 07.08.92 may not be counted as financial up-gradation under HCS (ACP) Rule, 2008 as already clarified by F.D. vide Memo No. 10/108/94-4PR(FD), dated 29.12.95 and on the same analogy, it was not treated as financial up-gradation under HCS (ACP) Rule, 1998.
2.	Whether the selection grade granted may be treated as a financial up-gradation or not?	Selection grade granted to certain categories of employees on completion of certain period/limited to certain percentage <b>may not be counted</b> as financial up-gradation under HCS (ACP) Rules, 2008 in the following circumstances:- (i) If the pay of the incumbent(s) who were drawing their pay in the pay scale of Selection Grade prescribed for the post had been fixed in the corresponding functional pay scale of the post he was holding due

Sr. No.	Issue raised	Clarification
		<p>to the reason that time scale and selection grade of a post have been clubbed together and replaced by one single revised pay scale during general revision of pay scale as already clarified vide para No. 9 of F.D. memo No. 1/34/93-4PR(FD) dated 08.02.1994.</p> <p>However, Selection Grade granted to certain categories of employees on completion of certain period/limited to certain percentage <b>may be counted</b> as financial up-gradation under HCS (ACP) Rules, 2008 in the following circumstances:-</p> <p>(ii) If the pay of the incumbent(s) who were drawing their pay in the pay scale of Selection Grade prescribed for the post had been fixed in the corresponding selection grade pay scale or applicable ACP pay scale under other scheme (ACP Scheme) applicable on them during general revision of pay scale.</p> <p><b>For example:</b></p> <p>(i) Mr. 'Z' a Government employee appointed as School Lecturer in the pay scale of Rs. 2000-3500 (corresponding pay scale 6500-10500 as on 1.1.1996) w.e.f. 2.5.1992 and granted selection grade of Rs. 7500-12000 w.e.f. 1.8.2005. The selection grade of the post of School Lecturer has been discontinued w.e.f. 1.1.2006 and ACP pay scale structure has been made applicable to the post of School Lecturer w.e.f. 1.1.2006. Since, the Government employee has completed his 10 year regular satisfactory service as on 1.1.2006 and he is drawing his pay in the scale other than the functional pay scale of the post and HCS (ACP) Rules, 2008 are applicable on him. Therefore, his pay will be fixed in the corresponding 1st ACP pay structure of the post of School Lecturer as per provision contained in Rules 11(3) of HCS (ACP) Rules, 2008 and it will be treated as financial up-gradation under ibid rules.</p> <p>(ii) Mr. 'Y' a Government employee appointed as School Lecturer in the pay scale of Rs. 6500-10500 as on 06.12.1996 and granted selection grade of Rs. 7500-12000 w.e.f. 1.12.2004. The selection grade to the post of School Lecturer has been discontinued w.e.f. 1.1.2006 and ACP pay structure has been made applicable to the post of School Lecturer w.e.f. 01.01.2006. Since the Government employee has not completed 10 year regular satisfactory service on the post of School Lecturer as on 1.1.2006. Therefore, his pay may be fixed in the applicable ACP pay scale of the post in relaxation of proviso to Rule 11(3) of HCS (ACP) Rules, 2008 in spite of the fact that he has not completed his 10 years regular satisfactory service as on 01.01.2006 and it may be treated as financial upgradation under HCS (ACP) Rules, 2008. <b>The above relaxation may not be applicable in cases where the incumbent(s) who have already availed three financial up-gradation of any kind in his service career.</b></p>
3.	Whether Higher Standard pay scale certain categories of employees may be treated as a financial up-gradation or not?	<p>Higher standard pay Scale granted to certain categories of employees as per F.D letter No. 1/34/93-4PR(FD), dated 08.02.1994 may not be counted as financial up-gradation under HCS (ACP) Rules, 2008 in the following circumstances:-</p> <p>(i) If the pay of the incumbent(s) who were drawing their pay in the Higher Standard Pay Scale prescribed for the post had been fixed in the functional pay scale of the post he was holding due to the reason of not fulfilling the prescribed terms and conditions of HCS (ACP) Rules, 2008 or not being eligible for placing in the relevant ACP pay scale during</p>

Sr. No.	Issue raised	Clarification
		<p>general revision of pay scale.</p> <p>However, Higher Standard pay Scale granted to certain categories of employees as per F.D. letter No. 1/34/93-4PR(FD) dated 08.02.1994 <b>may be counted</b> as financial up-gradation under HCS (ACP) Rules, 2008 in the following circumstances:-</p> <p>(ii) If the pay of the incumbent(s) who were drawing their pay in the Higher Standard Pay Scale prescribed for the post had been fixed in the relevant ACP pay scale as per eligibility and terms and conditions of HCS (ACP) Rules, 2008.</p>
4.	Whether the promotion in the same scale may be treated as a financial up-gradation or not?	Promotion earned in the post carrying same grade pay in the promotional hierarchy as per departmental service rules and pay has been fixed as per F.D. letter No. 1/48/2009-2PR(FD), dated 27-7-2009 may be counted financial up-gradation for the purpose of ACP upgradation under HCS (ACP) Rules, 2008.

Yours faithfully,

*Sd/-*  
 Under Secretary Finance (PR),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana, Finance Department.

Endst. No. 5/10/99-1PR(FD)

Dated, Chandigarh, the 13<sup>th</sup> May, 2010.

A copy for information is forwarded to the following:-

- (i) Accountant General (A&E and Audit) Haryana Chandigarh.
- (ii) The Home Secretary, Chandigarh, Administration Chandigarh.

*Sd/-*  
 Under Secretary Finance (PR),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Government, Haryana, Finance Department.

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**No. 2/59/2009-2PR(FD)**

**GOVERNMENT OF HARYANA  
DEPARTMENT OF FINANCE**

**Office Memorandum**

**Dated : Chandigarh, the 21st October, 2009**

To

All the Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioner and  
S.D.Os. (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Subject : Grant of next ACP Grade on stagnation on the promotional post – Clarification Regarding.**

Following the notification of HCS (ACP) Rules, 2008, this department has received references from some Administrative Departments seeking clarification regarding grant of next ACP grade pay on stagnation on the promotional post. The matter has been considered in the department. The points of doubts raised by the Administrative Department and the clarification thereto are as under:-

Sr. No.	Point of Doubts	Clarification
1.	<p>As per Rule 7(4) of HCS (ACP) Rules, 2008, in case of a Government servant who gets promoted, will he be considered for the next ACP grade pay after he completes 10 years of regular satisfactory service on the promotional post without any financial upgradation on the same grade pay and will he be entitled to the next ACP grade pay with reference to the grade pay of the promotional post he holds.</p> <p>Whether the prescribed period of 20 yrs. or 30 yrs has to be kept in view on grant of 2<sup>nd</sup> or 3<sup>rd</sup> ACP grade pay in such cases.</p> <p><b>For example:-</b></p> <p>Mr. X was appointed as Peon on 07.09.1993. He was promoted to the post of clerk on 15.09.1998. Whether he is eligible for next ACP grade pay with reference to the grade pay of clerk w.e.f. 1.10.2008 as he has stagnated on the post of Clerk for more than 10 yrs as on 1.10.2008 or for the purpose of grant of next ACP i.e. (2<sup>nd</sup> ACP) the prescribed period of 20 yrs will also be kept in view.</p>	<p>The concept of ACP rule 7(4) and Para ii of Rule 1 of memorandum explanatory note to HCS (ACP) Rules, 2008 is very much clear that no Government servant will stagnate on the same grade pay for more than 10 yrs unless he has not got 3 financial upgradations in his service career. The land mark of 10, 20 and 30 yrs of service for grant of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> ACP as provided in the explanation below rule 7(3) and to those servants who are holding same post to which they were recruited as a direct entrant.</p> <p>(1) It is clarified that the official is entitled for next ACP grade pay under rule 7(4) of the HCS (ACP) Rule, 2008 w.e.f. 01.10.2008.</p>
2.	<p>Mr. Y was appointed as Steno Typist on 07.05.92. He was promoted on the post of Jr. Scale Stenographer on 15.09.95 and then promoted on the post of Sr. Scale Stenographer on 20.7.98.</p>	<p>(2) Since he has stagnated for more than 10 years on the grade pay of Sr. Scale Stenographer and has not got total of 3 upgradations. Therefore, under Rule 7(4)</p>

Sr. No.	Point of Doubts	Clarification
	He has stagnated on the post of Sr. Scale Stenographer for more than 10 yrs as on 1.8.2008. Whether he is entitled for next ACP grade pay with reference to his existing grade pay of Sr. Scale Stenographer although he has already got two financial upgradation/promotion within service period of 16 yrs.	of ACP Rule, 2008, he is entitled for next ACP grade pay w.e.f. 1.8.2008 and the land mark of 20 or 30 yrs of services for 3 <sup>rd</sup> ACP/ upgradation will not come into play in this case.

Ajit M. Sharan  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded for information and necessary action to all the Financial Commissioner & Administrative Secretaries to Government, Haryana.

Sd/-  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Administrative Secretaries to  
Government, Haryana

U.O. No. 2/59/2009-2PR(FD)

Dated, Chandigarh, the 21-10-2009.

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**No. 2/21/2001-4PR(FD)**

From

The Financial Commissioner for Planning & Finance and  
Secy. to Govt., Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioner, Ambala Division,  
Sub Divisional Officers,  
The Registrar, Punjab & Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 26th November, 2002**

**Subject :** Clarification regarding fixation of pay in the circumstances when an employee forgoes his promotion prior to getting the ACP scale or while drawing pay in ACP scale etc.

Sir,

I am directed to invite your attention to Haryana Civil Services (Assured Career Progression) Rules, 1998 introduced vide FD's Notification dated 7.1.1998 effective from 1.1.1996.

The objective behind the introduction of ACP Scheme is to grant financial upgradations to an employee if functional hierarchy does not permit him to rise in the hierarchy in normal course. When someone refuses to avail the opportunity of promotion coming his way in the normal course at any time in his service career, it clearly means that he is reluctant to shoulder higher responsibilities and he deserves no financial upgradations, indeed. Keeping this situation in view, Rule 11 was incorporated in the ACP Rules, 1998, which is reproduced as under:-

**"11. Ceasing of entitlement of ACP Scales:-** In case the Government employee choose to forego any functional promotion on any ground whatsoever, while drawing his pay in any ACP scale with reference to him, he shall cease to be entitled to draw his pay in the ACP scale and shall draw his pay in the functional pay scale prescribed for the post on which he is substantively working from the date of such forgo of promotion."

2. Some departments have sought clarifications on various points with regard to the operation of above rule and the same are being clarified below:-

Sr. No.	Issues raised	Clarification	Illustration															
1.	How and in which scale the pay of an employee be fixed who was drawing his pay in the 1st/2nd Higher Standard Pay Scale on 31.12.1995 and forgoes his promotion or seeks reversion on or after 07.01.1998 while drawing his pay in the 1st/2nd	As is provided in Rule 11 of the ACP Rules, 1998, in case one foregoes his promotion, he shall cease to be entitled to draw his pay in the ACP scale and shall draw his pay in the functional Pay scale prescribed for the post on which he is working in substantive or officiating capacity. Keeping in view above, his pay in the revised functional scale of such post shall be fixed notionally from 01.01.1996 and actually from	<p>'A' was appointed as a Clerk on regular basis w.e.f. 10.6.1978 and was drawing pay Rs. 1225/- w.e.f. 1.6.1993 in the pay scale of 950-1500. When he was granted 1st Higher Standard Pay scale of Rs. 1200-2040 w.e.f. 1.1.1994 his pay was fixed as under:-</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>950-1500</th> <th>1200-2040</th> </tr> </thead> <tbody> <tr> <td>1.6.93</td> <td>1225</td> <td>--</td> </tr> <tr> <td>1.1.94</td> <td>1225</td> <td>1230</td> </tr> <tr> <td>1.6.94</td> <td>1250</td> <td>1260</td> </tr> <tr> <td>1.6.95</td> <td>1275</td> <td>1290</td> </tr> </tbody> </table>		950-1500	1200-2040	1.6.93	1225	--	1.1.94	1225	1230	1.6.94	1250	1260	1.6.95	1275	1290
	950-1500	1200-2040																
1.6.93	1225	--																
1.1.94	1225	1230																
1.6.94	1250	1260																
1.6.95	1275	1290																



Sr. No.	Issues raised	Clarification	Illustration																														
	ACP Scale ?	the date he foregoes his promotion or seeks reversion. For this purpose his actual pay as on date of option already exercised by him in the pay scale as on 31.12.1995 will be kept in view. The period spent in the ACP scale shall count towards increment in the functional pay scale of the post and no recoveries will be made for the period he has drawn his pay in the ACP Scale till before the date he foregoes his promotion or seeks reversion.	<p><i>Date of next increment 1.6.1996 and so on.</i></p> <p><i>On general revision of pay scales w.e.f. 1.1.1996, his pay under ACP Rules, 1998 was fixed in 1st ACP scale of Rs. 4000-6000 at the stage of Rs. 4100/- with the date of next increment on 1.6.1996. On 10.3.1998, when he was considered for promotion to the post of Accountant in the pay scale of Rs. 5000-7850, he refused the same. His pay, as per provision in Rule 11 of ACP Rules, 1998 would be fixed notionally from 1.1.1996 and actually from the date he refused the promotion. For this purpose his actual pay on 1.1.1996 in the pay scale as on 31.12.1995 is to be kept in view, and his pay in the revised functional scale of the post of Clerk would be as under:</i></p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;"><b>950-1500</b></td> <td style="text-align: center;"><b>3050-4590</b></td> </tr> <tr> <td>1.6.93</td> <td style="text-align: center;">1225</td> <td></td> </tr> <tr> <td>1.6.94</td> <td style="text-align: center;">1250</td> <td></td> </tr> <tr> <td>1.6.95</td> <td style="text-align: center;">1275</td> <td></td> </tr> <tr> <td>1.1.96</td> <td style="text-align: center;">(1275)</td> <td style="text-align: center;">3950</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><b>(Notional)</b></td> </tr> <tr> <td>1.6.96</td> <td></td> <td style="text-align: center;">4030</td> </tr> <tr> <td>1.6.97</td> <td></td> <td style="text-align: center;">4110</td> </tr> <tr> <td>10.3.98</td> <td></td> <td style="text-align: center;">4110</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><b>(Actual)</b></td> </tr> </table> <p><i>Date of next increment 1.6.98 and so on.</i></p> <p><i>Further, if later on, he makes a request to accept the same and the same is permissible under the rules, in such case his pay will be fixed in the functional pay scale of promotional post under Rule 4.4 (c) (i) of Punjab Civil Services Rules, Volume I, Part I at the stage next above the pay actually drawn by him in the functional pay scale of the feeder post on the date of joining his duties of promotional post.</i></p>		<b>950-1500</b>	<b>3050-4590</b>	1.6.93	1225		1.6.94	1250		1.6.95	1275		1.1.96	(1275)	3950			<b>(Notional)</b>	1.6.96		4030	1.6.97		4110	10.3.98		4110			<b>(Actual)</b>
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10.3.98		4110																															
		<b>(Actual)</b>																															
2.	Whether any ACP scale will be admissible to an employee who has foregone his promotion before the publication of ACP Rules, 1998 (i.e. 07.01.1998) and has also	(a) Where promotion was forgone by the Government employees prior to 07.01.1998 while drawing their pay in Higher Standard Pay Scale a special one time protection was allowed vide F.D. instructions issued on 3.4.1998 that their I/II Higher Standard Pay Scale granted prior to 07.01.1998 would not be	(a) "B" was appointed as Clerk on 13.07.1973 on regular basis. He was promoted to the post of Assistant in the year 1990 but the same was foregone by him, therefore, on completion of more than 20 years regular satisfactory service on a post of Group - C, he was placed in the 1st Higher Standard Pay Scale of 1200-2040 on 01.01.1994, as per provision in para 23 of F.D.																														

Sr. No.	Issues raised	Clarification	Illustration															
	<p>completed 10/20 years of regular satisfactory service prior to 07.01.1998, in the <b>following circumstances:-</b></p> <p>(a) if he was drawing his pay in 1st Higher Standard Pay Scale on 31.12.95 on completion of more than 20 years regular satisfactory service in terms of clarification 29.12.95 item no. 23?</p> <p>(b) if on completion of more than 10 years regular satisfactory service on a post of Group C or D an employee was not granted any Higher Standard Pay Scale due to foregoing promotion and he is drawing his pay in functional scale on 31.12.95, in which scale his pay will be fixed on or after 01.01.1996?</p> <p>(c) if he was drawing pay in functional scale on 31.12.95 and on completion of 10 years regular satisfactory service between 01.01.1996 and 07.01.1998, he was not granted the benefit of Higher Standard Pay Scale due to seeking reversion to lower post prior to</p>	<p>disturbed. Under these instructions they were to be switched over to the appropriate ACP Scale strictly in accordance with ACP Rules, 1998. Therefore, as per provision in the above said instructions the pay of such Government employees who were drawing pay in 1st Higher Standard Pay Scale is to be fixed in the appropriate ACP Scale admissible to them under the rules and promotion already foregone by them prior to 07.01.1998 will be ignored.</p> <p>(b) An employee who on completion of more than 10 years regular satisfactory service on a post of group C or D was drawing pay in functional scale on 31.12.1995 due to seeking reversion or foregoing promotion during this period his pay will be fixed in the corresponding revised functional scale under Revised Pay Rules, 1998.</p> <p>(c) In this case the pay will initially be fixed in the revised functional scale from 1.1.1996 (or from the date of option) and thereafter his name will be considered by the competent authority for the grant of appropriate ACP Scale from the next month in which he completes 10 years regular satisfactory service.</p>	<p><i>clarifications dt. 29.12.1995 and his pay was fixed as under:-</i></p> <table border="1" data-bbox="957 425 1420 582"> <thead> <tr> <th></th> <th><b>950-1500</b></th> <th><b>1200-2040</b></th> </tr> </thead> <tbody> <tr> <td>1.4.93</td> <td>1475</td> <td>--</td> </tr> <tr> <td>1.1.94</td> <td>1475</td> <td>1480</td> </tr> <tr> <td>1.4.94</td> <td>1500</td> <td>1520</td> </tr> <tr> <td>1.4.95</td> <td>1525</td> <td>1560</td> </tr> </tbody> </table> <p><i>Date of next increment 1.4.96 and so on.</i></p> <p><i>As the promotion was forgone by him prior to the publication of ACP Rules, 1998, further on 31.12.1995 he was drawing his pay in the 1st Higher Standard Pay Scale, therefore, his pay will directly be fixed in the 1st ACP Scale admissible to him under the rules.</i></p> <p>(b) "X" was appointed as Steno-typist on 19.06.1982 on regular basis. Before completion of 10 years of regular satisfactory service he was promoted to the post of Jr. Scale Steno on 15.10.1990 but the same was foregone by him as a result of which as per provision in Para 4 of F.D. instructions dated 08.02.1994 he was not granted any benefit of Higher Standard Pay Scale on 01.01.1994. On 01.01.1996 he was drawing his pay Rs. 1175+ 100 Spl. Pay in the functional pay scale of Steno-typist. Under Revised Pay Rules, 1998 his pay will be fixed in the corresponding revised pay scale of 3050-4590 + 100 spl. pay at the stage of 3650+ 100 spl. pay.</p> <p>(c) "Y" was appointed as Clerk w.e.f. 10.04.1987. He was promoted as Junior Auditor w.e.f. 13.10.1996 in the scale of 1400-2600 but the sought reversion to the post of Clerk on 20.12.1996. On 31.12.1995 he was drawing his pay in the functional pay scale, therefore, on revision of pay scale his pay will initially be fixed in the corresponding revised pay scale of Clerk of 3050-4590 and thereafter necessary order for grant of appropriate ACP Scale of 4000-6000 if admissible under the rules will be issued from 01.05.1997 i.e. from the next month in</p>		<b>950-1500</b>	<b>1200-2040</b>	1.4.93	1475	--	1.1.94	1475	1480	1.4.94	1500	1520	1.4.95	1525	1560
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Sr. No.	Issues raised	Clarification	Illustration
	completion of 10 years service?		<i>which he completed 10 years regular satisfactory service on the post of first entry of Clerk, and his pay will be fixed at the stage of 4000 in the ACP scale of 4000-6000 with the date of next increment on 01.05.1998.</i>
3.	How and in which scale, the pay of an employee will be fixed when one foregoes his promotion prior to the admissibility of 1st/2nd ACP Scale ?	It is clarified in the Explanatory memorandum to ACP Rule 11 that the benefit under these rules is not granted as a matter of right, rather it is granted as a consequence of non-availability of posts in the hierarchy to be promoted against. As such, if some one gets an opportunity of promotion in the hierarchy but he refuses to avail the same, in such type of cases, no ACP scale is to be granted, and he will continue to draw his pay in the functional pay scale of the post.	<i>"Z" was appointed as Sub-Inspector, Food &amp; Supplies Department on 8.7.89. His turn for promotion to the post of Inspector came on 10.05.1998. He chooses to forego the promotion. As a result, he will not be entitled to any ACP scale on completion of 10/20 years regular satisfactory service and he will continue to draw his pay in the functional pay scale prescribed for the post of Sub-Inspector.</i>

3. You are requested to please bring these clarifications to the notice of the officials working in your organization.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 2/18/99-4PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 6th November, 2002****Subject : Grant of ACP Scales Clarifications regarding.**

Sir,

I am directed to invite a reference to Memorandum Explanatory to the Haryana Civil Services (Assured Career Progression) Rules, 1998 with regard to Rule 18 ibid which reads as under:-

*“The relevant period for the employees who have entered the Government service for the first time either as a direct recruit or by transfer shall be counted from the date he is so entered in the Government service.”*

Some Departments have sought clarifications as to from which date the relevant period is to be reckoned in respect of the employees appointed to some other post subsequent to their first entry into Government service on regular basis. The matter has been considered in the Finance Department and observed that there are three modes of recruitment in the Government service i.e. (i) By way of Direct recruitment on regular basis; (ii) By way of promotion; and (iii) By way of transfer. Position of each one is clarified as per clarifications given in the enclosed Annexure.

You are requested to please bring the contents of this letter to the notice of the employees working under your kind control for compliance in such like cases.

Yours faithfully,

Sd/-

(Balwant Singh)

Under Secretary Finance (PR),  
for Financial & Principal Secretary to Government,  
Haryana, Finance Department.

Endst. No. 2/18/99-4PR(FD)

Dated, Chandigarh, the 6<sup>th</sup> November, 2002

A copy for information is forwarded to the following:-

1. The Accountant General (i) A & E (ii) Audit, Haryana, Chandigarh.

2. The Home Secretary, Chandigarh Administration Chandigarh.

*Sd/-*  
(Balwant Singh)  
Under Secretary Finance (PR),  
*for* Financial & Principal Secretary to Government,  
Haryana, Finance Department.

A copy for information and necessary action is forwarded to:-

- (i) All the Financial Commissioner & Principal Secretaries to Govt. Haryana and
- (ii) All the Commissioners & Administrative Secretaries to Government, Haryana.

*Sd/-*  
(Balwant Singh)  
Under Secretary Finance (PR),  
*for* Financial & Principal Secretary to Government,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to Govt. Haryana.  
All the Commissioners & Administrative Secretaries to Government, Haryana.

U.O. No. 2/18/99-4PR(FD)

Dated, Chandigarh, the 6<sup>th</sup> November, 2002

A copy is forwarded to the PSCM/Addl. PSCM/OSD/Sr. Secretaries/Secretaries/Private Secretaries to Chief Ministers/Minister/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary and Parliamentary Secretary.

*Sd/-*  
(Balwant Singh)  
Under Secretary Finance (PR),  
*for* Financial & Principal Secretary to Government,  
Haryana, Finance Department.

To

The PSCM/Addl PSCM/OSD/Sr. Secretaries/Secretaries/  
Private Secretaries to Chief Ministers/Minister/Ministers of  
State/Chief Parliamentary Secretary.

U.O. No. 2/18/99-4PR(FD)

Dated, Chandigarh, the 6<sup>th</sup> November, 2002.

**Contd..**  
**Encl.**

**“Annexure to letter No. 2/18/99-4PR (FD) dt. 6th November, 2002.**

Sr. No.	Issue raised	Clarification	Illustration
1.	What will be the date from which the relevant period is to be reckoned in respect of an employee, initially appointed to a post and subsequently appointed to another post on his own merits by way of open competition through HPSC/ HSSC or any other recruitment agency approved by the competent authority?	In such cases, the last appointment on regular basis shall be treated as the date on which he has been appointed as 'Direct recruited fresh entrant' within the meaning of Rule 3(b) of ACP Rules, 1998.	<i>'A' was initially appointed as Steno-Typist through HSSC on 02.03.1973. Thereafter, he applied for a higher post and was appointed against the higher post, say as Jr. Scale Stenographer on 05.06.1978, through HSSC. His subsequent/ latest appointment on the post of Jr. Scale Stenographer, is to be considered as 1st appointment for the purpose of ACP Rules. If on 31.12.95 he is drawing his pay in 1st Higher Standard Pay Scale his pay will directly be fixed in the 1st ACP Scale of Rs. 5000-7850 and he will be considered for 2nd ACP Scale of Rs. 5450-8000 w.e.f. 1.7.98 subject to admissible under the rules.</i>
2.	What will be the 'relevant period' in the case of an appointment by promotion after a date from the date of his first entry into service?	The 'relevant period' in the case of an appointment by promotion is to be reckoned from the date of his first entry into service.	<i>'B' was appointed as Sub-Inspector, Food &amp; Supplies on regular basis on 8.2.1978. He was promoted as Inspector Food &amp; Supplies on 27.4.1987. On completion of 20 years regular satisfactory service he is to be granted 2nd ACP Scale corresponding to unrevised functional scale of Sub-Inspector as on 31.12.1995 on which he was appointed as a direct recruited fresh entrant.</i>
	What will be the 'relevant period, in the case of an appointment by transfer?	The 'relevant period' is to be reckoned from the date of his first entry into Haryana Government service. However his service in previous department shall not be counted towards seniority.	<i>'C' an employee was initially appointed as Steno-Typist on a regular basis in the office of Director Land Records, Haryana. Later on he was appointed as Steno-Typist by transfer in L.R. office in the identical pay scale. 1st and 2nd ACP Scales will be admissible to him on completion of 10/20 years regular satisfactory service from the date of his first appointment as Steno-Typist in o/o Director Land Records, Haryana.</i>
4	What will be the date from which the relevant period is to be reckoned in respect of employees of organizations other than Govt. Department appointed/absorbed in a Govt. Department?	The 'relevant period' is to be counted from the date of his appointment in a Department of Haryana Government.	<i>D' an employee of HSIDC, working as Research officer is appointed/ absorbed as such in office of Director Secondary Education Haryana. The 'relevant period' for the purpose of grant of 1st/2nd ACP Scale will be counted from the date of his appointment/absorption in the Education Department.</i>

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**FINANCE DEPARTMENT****No. 5/11/2001-5PR(FD)****Dated, the 4th December, 2001**

To

All Heads of Department,  
 All Commissioners of Divisions,  
 Deputy Commissioners/S.D.Os. (Civil) in Haryana,  
 The Registrar, Punjab & Haryana High Court, Chandigarh.

**Subject :** **Regarding effective date for fixation of pay in the ACP scale - clarification regarding.**

Sir,

I have been directed to invite your attention on the subject mentioned above and to state that the matter regarding the effective date for fixation of pay in the ACP scales to the State Government employees has been engaging the attention of the Government for sometime in the past.

2. The relevant rules and instructions issued by the Government from time to time are as under:-

- |     |               |                                          |
|-----|---------------|------------------------------------------|
| (A) | Rules:        | Haryana Civil Services (ACP) Rules, 1998 |
| (B) | Instructions: | No. 5/4/2001-5PR(FD) dated 2.3.2001      |

3. A question has been raised by some of the departments as to whether the ACP scales will be admissible from the date one completes 10/20 years regular satisfactory service or from the first day of the following month. In this regard, it has been decided that following the stipulations contained in the Scheme of Higher Standard Scales and for accounting convenience, the ACP scales will be admissible from **the first day of the following month** in which a Government employee completes required regular satisfactory service, subject to fulfillment of other conditions. The next date of increment in this case will be under normal rules i.e. under Rule 4.4 read with Rule 4.14(2) of CSR Vol. I, Part I (where admissible). For instance:-

- (a) An employee who was recruited as a clerk on 14.2.88, completes his 10 years regular satisfactory service on 14.2.98 and he is drawing a basic pay of Rs. 3575/- in the scale of Rs. 3050-4590. He will be eligible for first ACP scale of Rs. 4000-6000 w.e.f. 1.3.98 @ Rs. 4000/- and his next date of increment will be 1.3.99.
- (b) A JBT teacher, recruited as such on 23.7.87, completed his 10 years regular satisfactory service on 23.7.97 and he is in receipt of pay of Rs. 5000/- in the scale of Rs. 4500-7000. He will be eligible for first ACP scale of 5450-8000 w.e.f. 1.8.97 @ Rs. 5450/- and his next date of increment will be 1.8.98.

4. These instructions may be brought to the notice of DDOs working under your control for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
 for Financial Commissioner & Secretary to Govt.,  
 Haryana, Finance Department.

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**No. 2/32/2001-3PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court,

**Dated, Chandigarh, 16th July, 2001****Subject : Grant of First/Second ACP- instructions regarding.**

Sir,

I am directed to say that with the revision of pay scales w.e.f. 1.1.96, the State Government has introduced Haryana Civil Service (Assured Career Progression) Rules, 1998 by virtue of which 1st or 2nd ACP scale is to be granted on completion of 10 or 20 years regular satisfactory service, as the case may be, as provided in Rule 5 of said Rules.

Some departments have raised a question as to whether or not the period of Extra-ordinary Leave, if any, is to be excluded while computing 10 or 20 years of regular satisfactory service.

In this context it is clarified that Extra-ordinary Leave (other than on Medical Certificate) neither counts for increments under Rule 4.9 (b) (ii) of CSR, Vol. - I, Part-I nor for pension under Rule 4.7 of CSR Vol. II. Therefore, it is clarified that the Extra-ordinary Leave taken (other than on Medical Certificate) shall not be reckoned while computing 10/20 years of regular satisfactory service.

Yours faithfully,

Sd/-

Under Secretary, Finance (PR)  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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**Revision of pay scale of Haryana Government employees under Haryana Civil Services (Revised Pay) and (Assured Career Progression) Rules, 1998.**

**(Copy of F.D. Hr. U.O. No. 2/41/98-1PR(FD), dated 16th September, 1999)**

Will the Financial Commissioner & Secretary to Govt. Haryana, Revenue Department kindly refer to Deputy Commissioner, Rewari Endst. No. 26/72/RKBC, dated 9.9.98 on the subject noted above ?

2. It term of rule 12(6) of Haryana Civil Services (Assured Career Progression) Rules, 1998, the Revenue Patwaries will be given the 1<sup>st</sup> and 2<sup>nd</sup> ACP scales subject to eligibility as under :-

<b>Functional Pay Scale</b>	<b>1st ACP Scale</b>	<b>2nd ACP</b>
Rs. 1200-2040	5000-7850	5450-8000

3. He is requested that all Deputy Commissioners and other concerned may please be directed to take action accordingly.

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**No. 1/7/98-4PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 3rd April, 1998**

**Subject :** Forfeiture of Assured Career Progression Scales in cases where Higher Standard Scales were granted to the employees before the date of publication, that is 7.1.1998, under Haryana Civil Services (Assured Career Progression) Rules, 1998 and where such employees have foregone promotion clarification under Rule 23 of the above said Rules.

Sir,

The attention was invited on the provision of Rule 11 of Haryana Civil Services (Assured Career Progression) Rules, 1998 and clarification was asked by certain Departments as to whether at the time of fixation of pay in the revised pay scale the higher standard scales granted to the employees who have foregone promotion before 7.1.1998 should also be withdrawn or not.

The case has been carefully considered by the Government and it is clarified that in terms of relaxation provided under Rule 8 (3) of the above said rules, the cases of Government servants who are drawing their pay in the pay scale other than the functional pay scale of the post held by them on or before the date of publication of these rules that is 7.1.1998 shall be exempted from the operation of the provision of sub rules (1) and (2).

Therefore, it is clarified that grant of pay scale in such cases is not to be opened again thereby meaning that the pre-revised pay scale will not be disturbed. However, the fixation under the above said rules shall be done strictly in accordance with the provision of these rules in such cases.

Yours faithfully,

Sd/-

(S.N. Roy)

Joint Secretary, Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

1. The Accountant General, Haryana (i) A&E (ii) Audit, Chandigarh for information.

2. The Chairman/Chief Administrator/Chief Executives/Managing Directors etc. of all the Boards and Corporations of Haryana Govt. for information.

*Sd/-*  
(S.N. Roy)  
Joint Secretary, Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/7/98-4PR(FD)

Dated, Chandigarh, the 3rd April, 1998

A copy is forwarded to the Home Secretary, Chandigarh Administration, Chandigarh, for information and necessary action.

*Sd/-*  
(S.N. Roy)  
Joint Secretary, Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

- (i) All the Financial Commissioners in Haryana, Chandigarh.
- (ii) All the Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*  
(S.N. Roy)  
Joint Secretary, Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

- (i) All the Financial Commissioners in Haryana, Chandigarh.
- (ii) All the Administrative Secretaries to Government, Haryana.

No. 1/7/98-4PR(FD)

Dated, Chandigarh, the 3rd April, 1998

A copy each is forwarded to the Principal Secretary to the Chief Minister Senior Secretaries to Ministers and Private Secretaries to Ministers for the information of Chief Minister/Ministers.

*Sd/-*  
(S.N. Roy)  
Joint Secretary, Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary to Chief Minister, Senior Secretary to  
Ministers, Secretaries to Minister, Private Secretaries to Ministers.

U.O. No. 1/7/98-4PR(FD)

Dated, Chandigarh, the 3rd April, 1998.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 1/156/2010-4PR(FD)**

**Dated the 20th January, 2011**

To

All the Heads of Departments in Haryana,  
All the Divisional Commissioners in Haryana,  
All the Deputy Commissioners,  
S.D.Os. (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court.

**Subject :** Haryana Civil Services (Assured Career Progression Scheme), Rules, 2008 - Pay Fixation/Clarification regarding.

Sir/Madam,

I am directed to invite your attention to this department order No. 2/102/2009-2PR(FD), dated 9<sup>th</sup> April, 2010 on the subject cited above and further directed to clarify that clarification issued vide orders referred above shall be effective from 01-01-2006.

2. All such cases which have already been decided before the issuance of these order and are in-consistent to these orders shall be reviewed and pay be re-fixed accordingly without effecting any recovery upto the date of issuance of order dated 09-04-2010.

3. Copy of this letter is also available on website which can be downloaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/156/2010-4PR(FD)

Dated, Chandigarh, the 20<sup>th</sup> January, 2011

A copy is forwarded to the Accountant General, Haryana (i) (A&E), (ii) (Audit), Chandigarh for information.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/156/2010-4PR(FD)

Dated, Chandigarh, the 20<sup>th</sup> January, 2011

A copy is forwarded to the Home Secretary, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to:-

1. All the Financial Commissioners and Principal Secy. in Haryana; and
2. All the Commissioners & Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

1. All the Financial Commissioners and Principal Secy. in Haryana; and
2. All the Commissioners & Administrative Secretaries to Government, Haryana for information and necessary action.

U.O. No. 1/156/2010-4PR(FD)

Dated, Chandigarh, the 20<sup>th</sup> January, 2011

A copy is forwarded to the Principal Secretary to the Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers and Private Secretaries to Ministers / Ministers of State Chief Parliamentary Secretary and Parliamentary Secretary for the information of Chief Minister, Ministers & Ministers of State, Chief Parliamentary Secretary and Parliamentary Secretary.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary to the Chief Minister, Senior Secretaries to Ministers, Secretaries to Ministers and Private Secretaries to Ministers/Ministers of State, Chief Parliamentary Secretary and Parliamentary Secretary.

U.O. No. 1/156/2010-4PR(FD)

Dated, Chandigarh, the 20<sup>th</sup> January, 2011

#### **INTERNAL DISTRIBUTION**

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents/Joint Director, ERAMU/In-charge, Computer Cell of F.D.

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**No. 4/3/2003-1PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioner and  
Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 17th January, 2011**

**Subject :** Pay Fixation under Haryana Civil Services (Revised Pay) Rules, 2008 and Haryana Civil Services(ACP) Rules, 2008 – Clarification Regarding.

Sir,

Following the notification of HCS (Revised Pay) & (ACP) Rules, 2008 this department has received references from some Administrative Departments seeking clarification regarding the option to be exercised under Rule 13(2) of Haryana Civil Services (Revised Pay) Rules, 2008 and 22(2) of Haryana Civil Services (ACP) Rules, 2008. The matter has been considered in the Finance Department. The points or doubts raised by the Administrative Department and the clarifications thereto are as under:-

Points of Doubt	Clarification
As per Rule 13(2) of Haryana Civil Services (Revised Pay) Rules, 2008 and Rule 22(2) of Haryana Civil Services (ACP) Rules, 2008 what would be the prescribed period during which a Government employee shall exercise his option under ibid rules.	<p>A Government employee shall exercise his option under Rule 13(2) of Haryana Services (Revised Pay) Rules, 2008 and Rule 22(2) of Haryana Civil Services (ACP) Rules, 2008 within three months from the date of the issue of orders of promotion/financial up-gradation under ACP Rules, 2008. If the intimation regarding option is not received within the time mentioned above the Government employee shall be deemed to have exercised his option from the date of promotion/ financial up-gradation under ACP Rules, 2008. The option once exercised shall be final. No relaxation shall be granted in the matter by the Finance Department. Therefore, the competent authority while issuing the promotion/ACP upgradation orders shall explicitly mention therein for exercising the option by the official/officer concerned for pay fixation.</p> <p>It is further clarified that the employees who could not exercise their option may be allowed to exercise their option under Rule 13(2) and 22(2) of the ibid rules, as the case may be, if the same is beneficial to them within the period of three months from the date of issue of these instructions.</p>

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/110/2010-3PR(FD)**

From

The Financial Commissioner and Principal Secretary to  
Government Haryana, Finance Department.

To

All the Financial Commissioners and Principal Secretaries/  
Administrative Secretaries to Government Haryana.  
All Heads of Departments in Haryana.  
Commissioners Ambala, Hissar, Rohtak and Gurgaon Divisions.  
All Deputy Commissioners in Haryana.  
All Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated Chandigarh, the 10th December, 2010**

**Subject: Fixation of pay on promotion to the new HAG scale in cases where the officers opt to have their pay fixed on the date of promotion – clarification regarding.**

Sir,

The pay scales of State Government employees were revised w.e.f. 01.01.2006 vide Haryana Government Notification No. GSR No. 44/Const./Art.309/08 dated 30.12.2008 and No. GSR 45/Const./Art309/08 dated 30.12.2008. Later on the pay scales of Rs. 22400-525-24500 have been revised w.e.f. 01.01.2006 in the new HAG scale of Rs. 67000- (annual increment @ 3%)-79000 without grade pay vide Government order No. 1/83/2PR(FD), dated 05.03.2010. Some Departments have sought clarification regarding fixation of pay on promotion in new HAG scale of Rs. 67000- (annual increment @ 3%)-79000 without grade pay on the date of promotion.

The matter has been considered by the Government and it is clarified that in case of promotion to the HAG scale of Rs. 67000- (annual increment @ 3%)-79000 without grade pay if a Government servant opts to have his pay fixed on the date of the promotion his pay will be fixed by adding an amount of Rs. 2000/- to his basic pay Further refixation will be done on the date of next increment of the Govt. servant concerned i.e. 1<sup>st</sup> of July. On that day, he will be granted two increments, one annual increment and the second on account of promotion. While computing these two increments the basic pay prior to date of promotion shall be taken into account.

**For Example :-**

Mr. X a Government employee was drawing pay of Rs. 65470/- i.e. Rs. 55470/- and grade pay of Rs. 10000/- in the pay band of Rs. 37400-67000 with Grade pay of Rs. 10000/- on 01.07.2009. He was promoted in HAG scale of Rs. 67000-(annual increment @ 3%) - 79000 without grade pay on 10.02.2010. On his promotion his pay will be fixed for Rs. 65470+2000 = 67470 and he will get 2 increments on 01.07.2010 i.e. one on account of his promotion and other on account of annual increment. While computing these two increments, the basic pay prior to date of promotion shall be taken into account.

Sd/-

Superintendent (PR)

for Financial Commissioner and Principal Secretary to  
Government Haryana, Finance Department.

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**GOVERNMENT OF HARYANA****FINANCE DEPARTMENT****No. 1/48/2009-2PR(FD)****Dated, the 11th October, 2010**

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana  
Registrar, Punjab & Haryana High Court, Chandigarh

**Subject :** **Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.**

Sir/Madam,

I am directed to invite your attention to this department order No. 1/48/2009-2PR(FD), dated 27<sup>th</sup> July, 2009 on the subject cited above. After careful consideration it has been decided to modify these orders to the following extent:-

"In all such cases where, as a consequence to the application of the provisions of the Haryana Civil Services (Revised Pay) Rules, 2008, the feeder and promotional posts are identically placed in the same Grade Pay, on promotion the incumbent employee shall be entitled to one increment equal to 3% of the pay in the pay band plus the existing grade pay to be rounded off to the next multiple of 10 and the same shall be added to the existing pay in the pay band while the Grade Pay remaining unchanged provided that before such a dispensation is accorded, the competent authority certifies that the promotional post carries higher responsibilities and duties. However; the conditions as laid down in Finance Department letter No. 1/8/3PR(FD)/88, dated 07.03.1988, 1/37/2001-2PR(FD), dated 04.12.2001 and dated 9.1.2004 shall also remain unchanged".

2. The above modifications shall take place w.e.f. 1.1.2006 i.e. from the date of implementation of Haryana Civil Services (Revised Pay) Rules, 2008.
3. All such cases which have already been decided before the issuance of these order and are in-consistent to these orders shall be reviewed and pay be re-fixed accordingly without effecting any recovery upto the date of issuance of this letter.
4. Copy of this letter is also available on website which can be downloaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,

Sd/-

Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/44/2010-5PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.  
All Heads of the Departments in Haryana.  
The Commissioners, Ambala, Hisar,  
Rohtak and Gurgaon Divisions &  
All Deputy Commissioners in Haryana.  
All Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 10th June, 2010****Subject : Fixation of pay in case of employees who seek transfer to a lower post.**

Sir,

I am directed to inform you that some departments have raised query regarding fixation of pay in case of employees who seek transfer to a lower post. It is clarified therein that on transfer to the lower post/scale the pay of a Government servant holding a post on regular basis will be fixed at a stage equal to the pay drawn by him in the higher grade. If no such stage is available, the pay will be fixed at the stage next below the pay drawn by him in the higher post and the difference may be granted as personal pay to be absorbed in future increments. If the maximum of the pay scales of the lower post is less than the pay drawn by him in the higher post, his pay may be restricted to the maximum under rules.

2. Consequent upon implementation of the revised pay structure comprising grade pay and running Pay Bands, w.e.f. 1.1.2006 in cases of appointment of Government servants to posts carrying lower Grade Pay on their own request, the pay in the pay band of the Government servant will be fixed at a stage equal to the pay in the pay band drawn by him prior to his appointment against the lower post. However, he will be granted grade pay of lower post. Further, in all cases, he will continue to draw his increments based on his pay in the pay band + grade pay (lower).

3. This order takes effect from the 01.04.2010.

*Sd/-*  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/44/2010-5PR(FD)

Dated, Chandigarh, the 10.06.2010

A copy is forwarded to the Accountant General, (A&E & Audit) Haryana, Chandigarh for information & necessary action.

*Sd/-*  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATIONS**

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents/  
Joint Director, ERAMU/Incharge, Computer Cell of F.D.

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***These instructions have been clarified vide  
No. 1/156/2010-4PR(FD), dated 20th January, 2011.***

**GOVERNMENT OF HARYANA**

**FINANCE DEPARTMENT**

**No. 2/102/2009-2PR(FD),  
Dated, Chandigarh, the 9th April, 2010**

**ORDER**

*(of the Government under Rule 26 and 27 of Haryana Civil Services (Assured Career Progression Scheme) Rule, 2008)*

**Subject :** Haryana Civil Services (Assured Career Progression Scheme) Rules, 2008 - Pay Fixation/ Clarification Regarding.

As per existing provisions, contained in note below Rule 18 of HCS (ACP) Rules, 2008, if the grade pay of promotional post and ACP pay structure in which the Government servant is drawing his pay prior to promotion are identical, his pay will not again be fixed in the functional pay structure of the promotional post which is identical to the ACP Pay structure in which he was drawing his pay before promotion. He will continue to draw his salary at the same stage and his date of increment will also continue to be same as before promotion.

**For Example:** Mr. 'X' drawing his pay in the ACP pay structure carrying grade pay of Rs. 4000/- in PB-2 and promoted to higher post carrying grade pay of Rs. 4000/- in PB-2.

On careful consideration and in exercise of the powers vested under the provision of Rule 27 and 28 of HCS (ACP) Rules, 2008 and all other powers enabling the Government so to do, it is ordered that :-

If the grade pay of the promotional post is higher than that of ACP pay structure in which the Government employee is drawing his salary prior to promotion, his pay will not be re-fixed and he will only get the difference of grade pay and his date of next increment will continue to be same as before promotion and it will not be treated Financial Upgradation under HCS (ACP) Rules, 2008.

**For Example:** Mr. 'Y' drawing pay in functional pay structure of the post carrying grade pay of Rs. 3600/- has been granted ACP grade pay of Rs. 4000/- being stagnated for 10 years on the post and further granted regular promotion in the hierarchy of his cadre carrying grade pay of Rs. 4200/-.

Provided that above methodology will not be applicable in the cases where grade pay of ACP pay structure granted under rule 13 of HCS (ACP) Rules, 2008 is higher than that of the grade pay of the promotional post in which, the Government employee is drawing his salary prior to ACP structure, his pay will be raised by 3% of the total pay in the pay band and grade pay drawn before such ACP upgradation and grade pay of the relevant ACP pay structure will be in addition.

2. If the grade pay of the promotional post is inferior than that of ACP pay structure in which the Government employee is drawing his salary prior to the promotion, his pay will not be re-fixed and he will continue to draw his salary at the same stage and his date of increment will also continue to be same as before promotion.

**For Example:** Mr. Z drawing his pay in the ACP pay structure carrying grade pay of Rs. 4000/- in PB-2 and promoted to higher post carrying grade pay of Rs. 3600/- in PB-2.

Date: 8.4.2010

Kusum Bansal  
Joint Secretary, Finance.

To

All the Financial Commissioner & Principal Secretary to Government Haryana.  
Registrar (General), The High Court of Punjab & Haryana.  
All the Divisional Commissioners in Haryana.  
All the Head of the Department, Haryana.

*Sd/-*  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/102/2009-2PR(FD)

Dated, Chandigarh, the 9<sup>th</sup> April, 2010

A copy is forwarded to the following for information & necessary action at their end:-

Accountant General (A&E/Audit), Haryana.

*Sd/-*  
Superintendent (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been clarified vide  
No. 1/48/2009-2PR(FD), dated 11.10.2010.***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**ORDER**

*[Under rule 16 of the Haryana Civil Services (Revised Pay) Rules, 2008]*

**No. 1/48/2009-2PR(FD)**

**Dated: 27th July, 2009**

On a careful consideration and in exercise of power vested in him in terms of rule 16 of the Haryana Civil Services (Revised Pay) Rules, 2008 and all other powers enabling him to do so, the Governor of Haryana is pleased to make the following order to set right the hardship caused by the operation of the rule 13 of the Haryana Civil Services (Revised Pay) Rules, 2008 to such category of employees who are promoted from one post to another in their respective hierarchy while staying in the same Grade Pay on such a promotion.

2. It is ordered that the operation of the rule 13 of the Haryana Civil Services (Revised Pay) Rules, 2008 shall be relaxed in the circumstances and up to the extent as narrated below:

“In all such cases where, as a consequence to the application of the provisions of the Haryana Civil Services (Revised Pay) Rules, 2008, the feeder and promotional posts are identically placed in the same Grade Pay, on promotion the incumbent employee shall be entitled to ‘one increment equal to 3% of the pay in the pay band plus the existing grade pay to be rounded off to the next multiple of 10’ and the same shall be added to the existing pay in the pay band while the Grade Pay remaining unchanged provided that before such a dispensation is accorded, the competent authority certifies that the promotional post carries higher responsibilities and duties.”

3. Rest of the conditions of the Haryana Civil Services (Revised Pay) Rules, 2008 shall remain unchanged.

Ajit M. Sharan  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Divisional Commissioners in Haryana.  
All the Heads of Department, Haryana.

Sd/-  
Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 6/85/06-4PR(FD)**

**4th January, 2007**

**Office Memorandum**

**Subject :** Fixation of pay on promotion to a post the functional pay scale of which is equal to or lower than 1st or 2nd Higher Standard Scale under the Higher Standard Scales Schemes in the pre-revised scales or 1st or 2nd ACP under the ACP Scheme of 1998 or any other Scheme.

In continuation of Government of Haryana Finance Department Memo No. 5/4/2001-5PR(FD) dated 15th January, 2002, I am directed to say that a bunch of S.L.Ps. filed by the State Government in main Civil appeal No. 6292 of 2004/State of Haryana and others Versus Partap Singh and others, has been disposed of by the Hon'ble Apex Court vide order dated 22.9.2006. The operative part of the said judgment is as under:-

'Here in the present case, the difference is that the respondents are getting the higher pay scale i.e. Master pay scale on acquiring higher educational qualification though in fact they were not promoted to the post of Masters. In the case of Ashok Kumar Banerjee (Supra) functional pay of Assistant Engineer in the pay scale of Rs. 2000-3500 was granted to incumbent on completion of 15 years of service. In identical situation, the Court declined to grant re-fixation of pay as per FR 22(I) (a) (I) and same is the position in the present case. When the respondents were already getting the functional pay of Masters while working as JBT teachers, now, they have been promoted in the pay scale of Masters. Therefore, they cannot get another fixation of pay which would amount to double benefit to the persons who are already working as Masters, Judicial fiat cannot create anomalous position against the statute. Hence, we allow all these appeals and set aside the impugned judgements of the Punjab & Haryana High Court. However, whatever benefits, if any, received by the respondents would not be recovered and they will not be entitled to fixation under Rule 4.4 of the Rules.'

You are, therefore, requested to take action immediately in accordance with law laid down by the Hon'ble Apex Court in the cases of your department and if any litigation is pending in the Hon'ble High Court or in the Hon'ble Apex Court, the same may be contested on the basis of law laid down by the Hon'ble Apex Court in Partap Singh's case (Supra).

Sd/-

(Yogesh Kumar)

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**CC.:**

To

All Administrative Secretaries/Heads of Departments/Divisional Commissioners/Deputy Commissioners/SDOs (Civil) in Haryana/Registrar, Punjab & Haryana High Court at Chandigarh/Accountant Generals (A&E)/(Audit), Haryana with five spare copies in each case for use in the Branches/Offices.

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**No. 1/37/2001-2PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th January, 2004**

**Subject :** Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.

Sir,

I am directed to invite a reference on the subject noted above and to say that Govt. vide instructions No. 1/8/3-PR(FD)/88 dated 7th March. 1988 and No. 1/37/2001-2PR(FD), dated 4th December, 2001 had issued clarification in regard to fixation of pay of an employee on his promotion, where the functional pay scale of the feeder post and functional scale of the promotion post are identical.

2. It has been observed that some of the departments are not following the above instructions. The Finance Department has taken a serious view of it. It has already been clarified vide instructions No. 1/8/3-PR(FD) dated 7.3.1988 and No. 1/37/2001-2PR(FD) dated 4/12/2001 that wherever the functional pay scale of the feeder post and that of the promotional post became identical in the general revision effective from 1.1.86 on account of clubbing of functional pay scales and such a situation has continued effect in general pay revision effective from 1.1.96, the pay of an employee on his promotion in the identical functional pay scale should be fixed at the stage next above subject to a certificate from the competent authority that the promotional post carries higher responsibilities and duties.

3. All the departments are directed to follow the above mentioned instructions in letter and spirit and whenever any doubt arises, the case may be sent to the Finance Department for further clarification, if required.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been clarified vide  
No. 6/85/06-4PR(FD), dated 04.01.2007.***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 5/4/2001-5PR(FD)  
15th January, 2002**

***Office Memorandum***

**Subject :** Fixation of pay on promotion to a post the functional pay scale of which is equal to or lower than the 1st or 2nd Higher Standard Scale under the Higher Standard Scales Scheme in the pre-revised scales or 1st or 2nd ACP under the ACP Scheme of 1998 or any other Scheme.

1. The Finance Department has issued clarifications on the subject mentioned above vide its two letters mentioned below:-

- (i) No. 5/4/2001-5PR(FD) dated 2.3.2001
- (ii) No. 1/37/2001-2PR(FD) dated 4.12.2001

2. The two sets of instructions referred to above deal with altogether different situations. The present instructions are being issued in continuation of letter bearing No. 5/4/2001-5PR(FD) dated 2.3.2001.

3. With the introduction of the Scheme of Higher Standard Scales with effect from 1.1.94 and the introduction of ACP Scheme with effect from 1.1.96, there would be numerous cases where the 1st/2nd Higher Standard Scale or the 1st/2nd ACP, as the case may be, would be identical with or higher than the functional pay scale of the promotion post in the hierarchy. The rules provide that benefit of fixation of a pay at the stage next above is not permissible in such cases as this benefit already stands granted to the employee at the time of grant of the relevant Higher Standard/ACP Scale at an advanced point in time even though such employee was not performing duties of the higher post at that time. FD has clarified the matter in this respect vide its instructions dated 2.3.2001 and attention is invited to para 7(ii) and para 8 of the instructions in this respect.

4. It is re-iterated for the purposes of clarity that any pay scale granted to an employee under any incentive/welfare scheme (e.g. the Higher Standard Scale Scheme or the ACP Scheme) or granted on account of acquiring higher qualifications, which is other than the functional pay scale of the substantive post, is in the nature of a personal scale. Such a personal scale, in a large number of cases, may be equal to or higher than the functional pay scale of the promotion post in the hierarchy.

5. It has come to the notice of the Finance Department that a number of cases have been decided by the Hon'ble Punjab & Haryana High Court wherein directions have been issued to provide the benefit of one increment/fixation of pay at the stage next above in cases where a person is drawing his pay in a scale which is not the functional scale of the post but is in the nature of a personal scale and where such personal scale is identical with or higher than the functional pay scale of the promotion post. While the State Government has preferred SLPs against the orders of the Hon'ble Punjab & Haryana High Court in a number of such cases, there are a number of other cases which are still pending adjudication before the Hon'ble

Punjab & Haryana High Court. It is also likely that in certain cases even the SLPs filed against the orders of the Hon'ble Punjab & Haryana High Court might have been dismissed.

6. It is brought to the notice of all concerned that the Hon'ble Supreme Court of India has already laid down the law on this subject while deciding the case of ***Union of India and others Vs. Ashok Kumar Banerjee*** on 13.5.98 in Civil Appeal No. 2699/97 and reported in the Services Law Reporter (1998(4) SLR 381-84). This fact of the law already having been laid down by the Hon'ble Supreme Court of India in the matter was neither in the notice of the Finance Department nor, probably, in the notice of the Law Officers defending cases on behalf of the State Government before the Hon'ble Punjab & Haryana High Court/Hon'ble Supreme Court of India. Hence, a copy of the judgment ibid is annexed with these instructions.

7. Keeping the above in view, the Departments are advised to take action as under:-

- (i) In so far as pay is to be fixed in such cases, the same should be fixed in accordance with the clarifications given in para 7(ii) and para 8 of the instructions bearing No. 5/4/2001-5PR(FD) dated 2.3.2001.
- (ii) In cases that are still pending adjudication before the Hon'ble Punjab & Haryana High Court, the position of law having been laid down by the Hon'ble Supreme Court of India in the matter should be specifically brought to the notice of the Bench at the time of hearing of the pending cases.
- (iii) In matters where SLPs in the Hon'ble Supreme Court of India have been filed against the orders of the Hon'ble Punjab & Haryana High Court, the fact of this judgment be brought to the notice of the defending counsels in the Hon'ble Supreme Court of India.
- (iv) In cases where SLPs were filed in the Hon'ble Supreme Court of India and the same have been dismissed, review petitions be filed in the Apex Court on the strength of the judgment of Hon'ble Apex Court without any further delay.

Sd/-

(Y.S. Malik)

Commissioner & Special Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Administrative Secretaries/Head of Departments/Divisional Commissioners/Deputy Commissioners/S.D.Os (Civil) in Haryana/Registrar Punjab & Haryana High Court at Chandigarh/Accountant Generals (A&E)/(Audit), Haryana with five spare copies in each case for use in the Branches/offices.

Contd...

Encls...



**ANNEXURE****SUPREME COURT OF INDIA**

Before: Sujata V. Manohar and M. Jagannadha Rao, JJ  
Civil Appeal No. 2699 of 1997

(From the judgment and Order dated 3.12.93 of the Central Administrative Tribunal,  
Calcutta in OA No. 241 of 1993)  
Decided on 13.5.1998.

Union of India & Ors.

Appellants

*Versus*

Ashok Kumar Banerjee

Respondent

For the Appellants : Mr. P. P. Malhotra, Sr. Advocate with Ms. Binu Tamta (Mr. Vineet Malhotra), Advocate for Mr. CVS Rao, Advocates.

For the Respondent: In person.

**Constitution of India, Article 16-Fundamental Rule 22(1) (a) (i) read with OM (A) No. 11014/91 dated 22.3.1991 - Stepping up pay - Assistant Junior Engineer after completion of 15 years of service was fitted in the scale of Rs. 2000-3500 of Assistant Engineer and pay fixed at Rs. 2600/- on 1.1.1991 - Actual and functional promotion to the post of Assistant Engineer on 1.8.1991 - He is not entitled to get the pay fixed once again for the second time-The officer having received the same benefit in advance, while working as Junior Engineer and while not actually functioning as an Assistant Engineer, is not entitled to the same benefit of fresh fitment in the scale of Rs. 2000-3500 when he is promoted on 1.8.1991 as Assistant Engineer-This is because as on 1.8.1991, he is not being fitted into the "time-scale of the higher post" as stated in the FR. That situation was already over when the OM was applied to him on his completion of 15 years- for the applicability of the FR22(1) (a) (i) it is not merely sufficient that the officer gets a promotion from one post to another involving higher duties and responsibilities but another condition must also be satisfied, namely, that he must be moving from a lower scale attached to the lower post to a higher scale attached to a higher post. (Para 8)**

**Judgement**

**M. Jagannadha Rao J.-** This appeal is preferred by the Union of India and the C.P.W.D. against the order of the Central Administrative Tribunal, Calcutta dated 3.12.93 passed in OA No. 241 of 1993. By that order, the Tribunal directed that pay of the petitioner in the promotional post should be fixed in terms of FR22(1) (a) (i) with effect from 1.8.1991 and all consequential benefits including arrears should be paid to him within a period of 3 months from the date of communication of this order.

2. The facts relevant to the case are as follows: The respondent was working in the C.P.W.D. as JE in the senior scale Rs. 1640-2900 and as he had put in 15 years as JE, he was granted the Assistant Engineer's scale of Rs. 2000-3500 (in terms of Government of India, Ministry of Urban Development (I Division) No. 12014/2/87-IWII dated 22.3.1991). By giving him the necessary increment, his pay was fixed at Rs. 2600/- as on 1.2.1991 by applying

FR22(I) (A) (i) as permitted in the said order. This was after the respondent opted for this scale. The date of his next increment which fell on 1.2.1991 was taken into account while granting him the increment mentioned in the FR. Later he was promoted, pursuant to certain orders of the CAT in an earlier OA, as Assistant Engineer. He, then filed the present OA claiming that FR 22(I) (a) (i) is to be applied to his case once again and his pay should be refixed in the scale of 2000-3500 by giving him fresh benefit of the increment permitted by the said FR. The CAT opined that as this was his actual promotion from the post of Junior Engineer to Assistant Engineer, and as he was necessarily discharging higher duties and responsibilities, he was entitled to a fresh application of the said FR 22(I) (a) (i).

3. The appellants contend that this would amount to giving the benefit of FR twice over and this is not permissible. The respondent has been served and notices have been sent to him that his case will be heard on a specific date but he has not chosen to be present and we are, therefore, proceeding to decide the case on merits, setting him **ex parte**.

4. The point for consideration is whether the respondent who was drawing Rs. 1640-2900 as Junior Engineer and who on completion of 15 years service as Junior Engineer was given benefit of FR22(I) (a) (i) in the Assistant Engineer's scale of Rs. 2000-3500 as per OM(A)-11014/91 dated 22.3.91 w.e.f. 1.1.91 is again entitled on regular promotion as Assistant Engineer on 1.8.91 to the benefit of the same FR 22(I) (a) (i) ?

5. Under the OM(A)-11014/91 dated 22.3.91 it is stated that in the C.P.W.D. the Junior Engineers Association and Sectional Officers (Horticulture) Association made certain demands and an agreement was signed on 20.3.1991 between the Government and the Association. As per the first part of said agreement there would be 2 scales of JE/SO (Hort) in CPWD, one in the scale of Rs. 1400-2300 and another in the scale of Rs. 1640-2900. Those who completed 5 years in the entry grade Rs. 1400-2300 will be placed in the grade of Rs. 1640-2900, subject to rejection of those found unfit. This higher grade will not be treated as a promotional one but will be non-functional and the benefit of FR22(I) (a) (i) will not be admissible, while fixing the pay in the higher grade, as there will be no change in duties and responsibilities. We are not concerned here with the above portion of the agreement. We are, however, concerned with the **second part** which reads as follows:

“(ii) Junior Engineers/Sectional Officers (Horticulture), who could not be promoted to the post of Assistant Engineers/Assistant Directors (Horticulture) in the scale of Rs. 2000-3500, due to non-availability of vacancies in the grade of Assistant Engineer/Assistant Directors (Horticulture) will be allowed the scale of Assistant Engineer/Assistant Directors (Horticulture) i.e. Rs. 2000-3500, on a personal basis, after completion of 15 years of total service as Junior Engineer/Sectional Officer (Horticulture), till their normal turn for the functional promotion comes as Assistant Engineer/Assistant Director (Hort). This personal promotion will be given on fitness basis.”

It will be noticed that as per this part of the OM, those JEs who have completed 15 years of service would get the scale of Rs. 2000-3500 (which is the scale of the promotional post i.e. Assistant Engineer/Assistant Directors (Horticulture)). This benefit is given to avoid frustration of the Junior Engineers and Sectional Officers (Horticulture) who would otherwise be stagnating for want of vacancies in the next promotional post. In that light, they are allowed to draw the scale of Rs. 2000-3500 on a personal basis, provided they have completed 15 years till their normal turn for the functional promotion comes as Assistant Engineer/Assistant Directors (H). This personal promotion will be given on fitness basis.

6. In the present case, while working as Junior Engineer the respondent completed 15 years in the scale of Rs. 1640-2900 and he became entitled to be fitted in the scale of Rs. 2000-3500 of Assistant Engineers and got his pay fixed accordingly at Rs. 2600 by giving him the benefit of the increment as stated in FR22(l) (a) (i) and as permitted by the second part of the OM. This was because, even though the OM is dated 22.3.91, it was agreed that benefit of FR 22(1) (a) (i) would be given from 1.1.91.

7. Thereafter, Respondent was actually or functionally promoted as Assistant Engineer on 1.8.1991 and he then wanted benefit of FR 22(l) (a) (i) to be given to him once again as he had then assumed higher duties and responsibilities of a superior post functionally. Question is whether his claim is justified?

FR 22 reads as follows:-

"FR 22(1) : The initial pay of a Government servant who is appointed to a post on a time-scale of pay is regulated as follows:

(a) (1) Where a Government servant holding a post, other than a tenure post, in a substantive or temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity, as the case may be, subject to the fulfillment of the eligibility conditions as prescribed in the relevant Recruitment Rules, to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above the notional pay arrived at increasing his pay in respect of the lower post held by him regularly by an increment at the stage at which pay has accrued or rupees twenty five only, whichever is more.

Save in case of appointment on deputation to an ex-cadre post, or to a post on adhoc basis, the Government servant shall have the option to be exercised within one month from the date of promotion or appointment, as the case may be, to have the pay fixed under this rule from the date of such promotion or appointment or to have the pay fixed initially at the stage of the time-scale of the new post above the pay in the lower grade or post from which he is promoted on regular basis, which may be refixed in accordance with this rule on the date of accrual of next increment in the scale of the pay of the lower grade or post. In cases where an adhoc promotion is followed by regular appointment without break, the option is admissible as from the date of initial appointment/promotion, to be exercised within one month from the date of such regular appointment.

Provided that where a Government servant is, immediately before his promotion or appointment on regular basis to a higher post, drawing pay at the maximum of the time scale of the lower post, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post held by him on regular basis by an amount equal to the last increment in the time scale of the lower post or rupees twenty five, whichever is more."

8. In our view, the respondent having received the same benefit in advance, while working as Junior Engineer and while not actually functioning as an Assistant Engineer, is not entitled to the same benefit of fresh fitment in the scale of Rs. 2000-3500 when he is promoted on 1.8.91 as Assistant Engineer. This is because as on 1.8.91, he is not being fitted into the "time-scale of the higher post" as stated in the FR. That situation was already over when the OM was applied to him on his completion of 15 years. For the applicability of the FR22(1) (a) (i)

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it is not merely sufficient that the officer gets a promotion from one post to another involving higher duties and responsibilities but another condition must also be satisfied, namely, that he must be moving from a lower scale attached to the lower post to a higher scale attached to a higher post. If, as in this case, the benefit of the higher scale has already been given to him by virtue of the OM there is no possibility of applying this part of the FR which says.

“his initial pay in the time scale of higher post shall be fixed at the stage next above the notional pay arrived at by increasing his pay in respect of the lower post held by him regularly by an increment at the stage at which such pay has accrued or rupees twenty five only, whichever is more”

9. Further, the respondent is a junior officer in the category of JEs and he has already got the benefit of the FR on completion of 15 years. If he is to be given a second benefit on the basis of the same FR, then he would be getting more than his seniors, who might have got promoted earlier and might have got benefit of the FR 22(1) (a) (i) only once, such an anomaly was not obviously intended by the FR.

10. For the aforesaid reasons, the appeal is allowed and the order of the Tribunal is set aside and the OA is dismissed. In the circumstances, there will be no order as to costs.

APPEAL ALLOWED

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***These instructions have been clarified vide  
No. 1/37/2001-2PR(FD), dated 09.01.2004.***

**FINANCE DEPARTMENT**

**No. 1/37/2001-2PR(FD)**

**Dated, the 4th December, 2001**

To

All Heads of Department,  
All Commissioners of Divisions,  
Deputy Commissioners/SDOs (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Subject :** Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.

Sir,

I am directed to invite your attention to the subject mentioned above and to say that references have been received from certain Government Departments seeking clarifications regarding fixation of pay of employees on their promotion where the functional pay scale of the promotion post and the functional pay scale of the lower (feeder) post are identical. This problem had arisen primarily with the general revision of pay scales w.e.f. 1.1.86 when the State Government decided to switch over to the Central pattern of pay scales and as a consequence, a large number of then existing pay scales were clubbed and lesser number of revised pay scales were prescribed. The matter was then clarified by the Finance Department vide its instructions bearing No. 1/8/3PR(FD)/88, dated, the 7th March, 1988.

2. The relevant rules and instructions issued by the Government in this respect are as under:-

(A) Rules:

- (i) Rule 4.4 of Punjab CSR Vol. I, Part I
- (ii) Rule 4.13 of Punjab CSR Vol. I, Part I

(B) Instructions:

Haryana Government Finance Department No. 1/8/3PR(FD)/88 dated 7.3.1988.

3. The issue requires consideration in the light of provisions contained in the CSR on this subject. Generally, the pay of employees is fixed in accordance with the provisions contained in Rule 4.4 of CSR Vol. I, Part I, but Rule 4.13 does not permit fixation of pay of an employee at the stage next above on his promotion when the promotion takes place in the identical pay scale. The presumption in the said provision under Rule 4.13 is that though it may be a promotion technically, the duties and responsibilities of the promotion post are not considered to be higher when the feeder post and the promotion post carry identical functional pay scales.

4. The provisions of Rule 4.13 would have been extremely relevant but for the situation created during the general pay revision effective from 1.1.1986 when the number of pay scales were reduced considerably and such reduction in the number of pay scales resulted in clubbing of two or more pay scales and their replacement with a single revised pay scale. The general pay revision effective from 1.1.1996 has been, by and large, build upon the base created at the time of general pay revision effective from 1.1.86. As a result, the clubbing of pay scales during the general revision of 1986 has a continued effect in the general pay revision of 1996 as well. This continued effect in the pay revision effective from 1.1.96 has resulted in a situation where, in a number of cases identical functional pay scales have been provided for posts and promotion posts whereas the promotion post is definitely carrying higher responsibilities and duties.

5. Keeping the above in view, it has been decided that wherever the functional pay scales of the feeder post and that of the promotion post became identical in the general revision effective from 1.1.86 on account of clubbing of pay scales and such a situation has a continued effect in the general pay revision effective from 1.1.96, the pay of an employee, on his promotion in the identical functional pay scale, should be fixed at the stage next above subject to a certificate from the competent authority that the promotional post carries higher responsibilities and duties.

***Provided that these instructions will not be applicable in cases where an employee is drawing his pay in the ACP scale(s) which happen to be identical with or higher than the functional scale prescribed for the post as provided in the ACP Rules.***

6. The above instructions may be brought to the notice of all the DDOs working under your control.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 5/4/2001-5PR(FD), dated 15.01.2002.***

**No. 5/4/2001-5PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court,

**Dated, Chandigarh, 2nd March, 2001**

**Subject :** Clarifications regarding (i) grant of replacement scale in the Revised Pay Scales and (ii) fixation of Pay on Promotion to a post the functional pay scale of which is equal to or lower than the First or Second Higher Standard Scale in the pre-revised scales or First or Second ACP in the Revised Pay Scales.

Sir,

It has been observed that a certain number of employees have been claiming fixation of their pay in the replacement scale of the corresponding pre-revised scales even though such pre-revised scales were granted to them as a personal measure. Similarly, certain other employees drawing their pay in the scale granted as a personal measure to them, on their promotion against a substantive post carrying the same functional pay scale which is equal to the scale in which they were drawing their pay immediately before their promotion, are asking for refixation of their pay on their promotion at the stage next above. Certain Court decisions have also come to the notice of the Finance Department wherein it has been found that the respondent-Government departments have failed to explain and clarify the position to the Courts. Accordingly, it has been considered necessary to clarify the issues and the rationale for the provisions in the Revised Pay Rules and the ACP Rules of 1998.

2. Provisions regarding fixation of pay of an employee are contained in Chapter 4 of the CSR Vol. I Part I. Pb. Civil Service Rules (as applicable to Hr.) were framed long time back and there was no concept of Higher Standard Scales or Assured Career Progression scales at the time these rules were framed. As a result, the applicability of these rules is strictly limited to the functional pay scales for the substantive posts. To this extent these rules are valid and applicable. It would be in order here to invite attention to Rule 4.4(a) (i) and Rule 4.13 of the Punjab Civil Services Rules Vol. I Part I which regulate the fixation of pay of a Government employee on his promotion to the next higher post. The said provisions are reproduced here under for ready reference.

**"4.4.** *The initial substantive pay of a Government employee who is appointed substantively to a post on a time-scale of pay is regulated as follows:-*

(a) *If he holds a lien on a permanent post, other than a tenure post, or would hold a lien on such a post had his lien not been suspended-*

- (i) **When appointment to the new post involves the assumption of duties or responsibilities of greater importance (as interpreted for the purposes of rule 4.13) than those attaching to such permanent post, he will draw as initial pay the stage of the time-scale next above his substantive pay in respect of the old post,**

**4.13 (1)** *Subject to the provisions of rules 4.22 and 4.23, a Government employee who is appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post, other than a tenure post, unless the post in which he is appointed to officiate is one of those enumerated in the schedule to this rule or unless the officiating appointment involves the assumption of duties and responsibilities of greater importance than those attaching to the post, other than a tenure post, on which he holds a lien or would hold a lien had his lien not been suspended:*

*Provided that the competent authority may exempt from the operation of this rule any service which is not organised on a time-scale basis and in which a system of acting promotions from grade to grade is in force at the time of the coming into force of these rules,*

*Provided further that the competent authority may specify posts outside the ordinary line of a service the holders of which may, notwithstanding the provisions of this rule and subject to such conditions as the competent authority may prescribe, be given any officiating promotion in the cadre of the service which the authority competent to order promotion may decide and may thereupon be granted the same pay (whether with or without any special pay, if any, attached to such posts) as they would have received if still in the ordinary line.*

- (2) *For the purpose of this rule, the officiating appointment shall not be deemed to involve the assumption of duties or responsibilities of greater importance if the post to which it is made is on the same scale of pay as the permanent post other than a tenure post on which he holds a lien or would hold a lien had his lien not been suspended, or on a scale of pay identical therewith."*

3. The above rules were framed long time back. Subsequent to the general pay revision of 1986, various associations/unions of employees started representing to the Government in the year 1990 and thereafter regarding problems faced by them on account of lack of promotional avenues. Responding to the demands of employees, the Government introduced various schemes in order to take care of stagnation and lack of promotional avenues for employees belonging to Groups 'C' & 'D' as a welfare measure from time to time. A brief description of each of these schemes would be in order. These schemes are as under:

- (a) **Scheme of Grant of Additional Increment at 10th and 20th Year point in time scale to all Group 'C' and 'D' employees:-**

This scheme was introduced by the Government w.e.f. 1.1.1991 vide its letter No. 9/9/91-3PR(FD), dated 14th May, 1991. The objective was to provide some financial addition to the emoluments of employees to partially offset the effect of stagnation on account of lack of promotional avenues.

- (b) **Scheme of open-ended pay scales**

The employees used to get biennial stagnation increments after reaching the maximum of the scale. However, the Government introduced the system of



open-ended pay scales for employees of Group 'C' and 'D' w.e.f. 1.1.1991 vide its letter No. 9/9/91-3PR(FD) dated 14th May, 1991. It was provided that employees belonging to these categories would get annual increments even after reaching the maximum of the pay scale as against biennial increments. Thus, with this one measure, it was ensured that no employee would stagnate after reaching the maximum of his scale.

**(c) Scheme of Grant of Additional Increment(s) to Group 'C' and "D" employees on completion of 8 and 18 years service.**

The Scheme was introduced by the Government vide its letter No. 1/138/92-1PR(FD), dated 7th August, 1992. The scheme was introduced on the persistent demand of the employees and the benefit granted under the first scheme was advanced under this scheme. Thus the Government sanctioned a more beneficial scheme with a view to modifying the earlier scheme.

**(d) Scheme of Grant of Higher Standard Pay Scales to Group 'C' and 'D' Employees on completion of ten years or more and twenty years or more of regular satisfactory service.**

In replacement of the scheme mentioned above, the Government introduced the scheme with a view to removing stagnation of its employees of Group 'C' and 'D' categories whereby time bound higher standard pay scales were granted to the Haryana Government employees of Group 'C' and 'D' categories with effect from 1.1.1994 vide letter No. 1/34/93-4PR(FD) dated 8th Feb., 1994.

**(e) Scheme of Grant of Assured Career Progression Pay Scales:**

The Higher Standard Scale Scheme as mentioned at (d) above was replaced by this Scheme at the time of Revision of Pay Scales w.e.f. 1.1.1996 and it is this scheme which is in vogue at present. All employees belonging to Groups 'C' & 'D' have been given the facility of ACP scales on completion of 10 years and 20 years regular and satisfactory service with reference to their first entry in the Government service.

**4. Intent of the State Government behind introducing the above Schemes:**

The Government was guided by the principle of being a model employer while introducing the above schemes. Even though this intent is explained in the Memorandum Explanatory to the ACP Rules, 1998, it would be in order to re-iterate the same here. It was recognised that every employee should get at least two promotions in his entire service career in order to build in some incentives and guard against dissatisfaction among the cadres. However, lack of adequate promotional avenues for all in the administrative hierarchy posed a major problem in achieving the stated objective. An effort was made that if two promotions could not be assured to each and every employee during his service career, a way should be found to ensure at least two financial up gradations during his service career. Thus an alternative was found whereby it was decided to introduce the schemes mentioned in paras 2(d) and (e) above. As a matter of fact, the Scheme of ACP Scales also takes care of the back-ended promotions in the service career of an employee. For example, an employee may not get promotion during the first 20 years of his service whereas he might get even two promotions during the last 10 years of his service. It has been facilitated with the introduction of the scheme that the said employee should be given benefit of a higher scale in the form of ACP Scale on an even basis in terms of his service career. The clear intent behind introduction of these schemes

was to compensate an employee by way of financial up-gradation if he was otherwise not getting opportunities of promotion. It was never the intent that this benefit would be in addition to the promotional avenues.

5. As mentioned earlier, fixation of pay under the situations arising out of the introduction of these schemes from time to time cannot be addressed by the existing provisions under the CSR. Hence, notwithstanding the provisions of Rules in CSR as reproduced above, specific rules governing the fixation of pay in the revised pay scales have been provided under Haryana Civil Services (Revised Pay) Rules, 1998 and Haryana Civil Services (Assured Career Progression) Rules, 1998. Rule 12 of the Haryana Civil Services (Revised Pay) Rules and Rule 19 of the Haryana Civil Services (Assured Career Progression) Rules, 1998, which are identical, read as under,

**“Overriding effect of rules** : The provisions of CSR or PFR or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.”

6. Having clarified the overriding effect of these rules, provisions relevant to fixation of pay under the Haryana Civil Services (Revised Pay) Rules, 1998 (Revised Pay Rules, for short) and Haryana Civil Services (Assured Career Progression) Rules, 1998 (ACP Rules, for short) are as under: -

**HCS (Revised Pay) Rules :**  
**Rule 2**

- (2) *These rules shall not apply to:-*
- (h) *Government servants who are drawing their pay in a pay scale as personal measure (other than the functional pay scale prescribed for the post held by the Government servant) with effect from the date on which he started drawing his pay in the pay scale as a personal measure and till the time he drew his pay in the pay scale as a personal measure:*

**Rule 3. Definitions**

- (c) **“Existing scale”** in relation to any post or any Government servant means the functional pay scale as on 31st December, 1995 prescribed for the post or the post held by the Government servant, as the case may be...
- (d) **“Functional pay scale”** in relation to a Government servant means the pay scale which is prescribed for the post held by the Government servant. It does not mean any other pay scale in which the Government servant is drawing his pay as a personal measure to him with any other justification like based on length of service or on higher/additional qualification or on up-gradation of pay scale due to any other reason.

*Provided that where functional pay scales have not been provided to the posts in any cadre and cadre is not stratified in terms of posts in the hierarchy along with specified different functional pay scales, as in case of Haryana Civil Services (Executive) the pay scale based on the position of Government servant in the cadre shall be deemed to be the functional pay scale for the purposes of these rules.*

- (m) **“Pay scale as a personal measure to the Government servant.”** means any scale of pay in which the Government servant is drawing his salary, other than

*the existing scale (as defined in this rule), including the pay scale granted based on the length of service or the pay scale granted for possessing additional qualification etc.*

**HCS (ACP) Rules, 1998:**

**Rule 8. Grant of ACP Scales.**

- (3) *The cases of Government servants who are drawing their pay in a pay scale other than the functional pay scale of the post held by them on or before the date of publication of these rules, shall be exempted from the operation of the provision of sub rules (1) and (2) above and with reference to such Government servant the relevant ACP scale shall be deemed to have been granted under these rules from the date(s) on which they were placed in the pay scale(s) other than the functional pay scale(s) of the post held by them, for the purposes of drawing their pay as a consequence of any other relevant order of Government in force on that point of time;*

**Provided that** *this deemed grant of ACP scale will not affect his entitlement for revised pay scale in which he will be placed as a consequence of application of these rules. Such Government servants shall be placed in the appropriate revised pay scale as per their eligibility under these rules for the purposes of fixation of pay as a consequence of application of these rules.*

**Rule 10. Special entitlement for ACP Scales:-**

*Where the functional pay scale of the promotional post in the is hierarchy is inferior to the ACP scale entitlement of the Government servant, had he not been promoted, as per his eligibility entitlement on completion of prescribed length of service for the 1st or 2nd ACP scale entitlement, as the case may be, the Government servant shall be entitled to be placed in the 1st or 2nd ACP scale, as the case may be, after completing the prescribed period of service for being placed in the 1st or 2nd ACP scale;*

*Provided that such functional promotion to a post with such inferior pay scale shall not be counted as a financial upgradation for the purposes of these rules.*

**Rule 15. Fixation of initial pay in the first or second ACP Scale, as the case may be:**

- (2) *The initial pay of a Government servant who is drawing his pay in a pay scale other than the functional pay scale prescribed for the post held by him and where such pay scale in which he is drawing his pay has been allowed to him for the purposes of drawing the pay on or after 1.1.1996 in the relevant ACP scale as per his eligibility, **his pay shall be fixed in the entitled ACP scale at the stage next above the basic pay** in the earlier pay scale, from where he has been moved into the relevant ACP scale,-*

*Provided that the exemption granted under sub-rule (3) of Rule 8 shall apply to the Government servants eligible for such exemption.*

**Note:-**

*The placement in the first or second ACP scale, as the case may be, does not amount to a functional promotion and, therefore, the presumption of higher responsibility cannot be taken in such placements in the ACP scale. However, still the benefit of fixation of pay corresponding to the placement in the higher pay*

scale as a consequence of promotion that is presuming the higher responsibility shall be extended at the stage of fixation of pay in the first or second ACP scale, as the case may be. Therefore, if the functional pay scale of the promotional post and the ACP pay scale in which the Government servant is drawing his pay prior to the promotion are identical, his pay will not again be fixed in the Functional pay scale of the promotional post which is identical to the ACP scale in which he was drawing his pay before promotion. He will continue to draw his salary at the same stage and his date of increment will also continue to be the same as before the promotion.

**7 (i) Clarification with regard to the Scale in which the pay is to be fixed:**

Having explained the provision of rules on the subject, it is now for consideration as to the Pay Scale in which the pay of an employee will be fixed in the Revised Pay Rules or the ACP Rules of 1998 as the case may be. Certain employees have been claiming that they were drawing pay in the first or second Higher Standard Scale as on 31.12.95 and hence, their pay should be fixed in the replacement scale of the pay scale (as provided under Schedule-I, Part-II of the Revised Pay Rules, 1998) in which they were drawing their pay as on 31.12.95. This contention of the employees is not correct in view of the following :-

- (a) The Higher Standard Scale Scheme has been replaced by the Assured Career Progression Pay Scale Scheme w.e.f. 1.1.96. Hence, their pay will be fixed in the appropriate pay scale applicable under the Revised Pay Rules or ACP Rules of 1998 as the case may be. It is clear that the Higher Standard Pay Scale enjoyed by an employee as on 31.12.95 was not the substantive pay scale of the post on which he was working. Rather, it is a scale granted to him as a personal measure as defined under rule 3(m) of the Revised Pay Rules, 1998. The issue has been settled by a Division Bench of the Hon'ble Punjab & Haryana High Court in CWP No. 2047 of 1999 (Krishna Kumari and others Vs. State of Haryana and others) wherein it has been observed as under:-

*"It may be observed at the outset that the petitioners have challenged the vires of the aforesaid rules (Haryana Civil Services (Revised Pay) Rules, 1998 and Haryana Civil Services (Assured Career Progression) Rules, 1998). The main attack on the vires of the rules is that once the petitioners who were [put in a higher pay scales depending on their qualifications irrespective of the post they were holding and there is a corresponding revised pay scale to the pay scale the petitioners are enjoying, the petitioners cannot be denied the pay in the revised pay scales corresponding to the pay scales they had been enjoying prior to the issuance of the aforesaid rules. ...*

*... Now coming to the case in hand, By the impugned rules what the State Government has done is that the incentive which had been given to the persons like the petitioners has come to a naught. In other words, they will get from the enforcement of 1998 Rules the pay scales which are meant for a JBT Teacher as revised from time to time subject to one rider that the pay which is being drawn by them with effect from the enforcement of rules will be protected in the revised pay scale of a JBT Teacher. Can the State Government stop the incentive which has already been enjoyed by the teachers? To us, the answer seems to be in the affirmative in the favor of the State.*

The Hon'ble Bench, has relied on the judgment of the Constitution Bench of the Apex Court in Roshan Lal Tandon Vs. Union of India, 1967 SLR 832 wherein it has been held

that :-

*“The emoluments of the Government, servant and his terms of service are governed by the statute or statutory rules which may be unilaterally altered by the Government without the consent of the employee.”*

It has been held by the Division Bench of the Punjab & Haryana High Court in the concluding part of their judgment in CWP No. 2047 of 1999 (supra) as under:-

*“Is the state Government competent to say in a given set of circumstances that because of financial stringency it is entitled to reduce the pay scale of a particular class of persons? To us it seems that there should not be any legal bar for the State Government in certain circumstances to reduce the pay scale of a particular class of persons. If the revision can be upwards, it can be downwards also. This, of course, would be subject to one rider that even if the pay scales are reduced, the pay which a person may be getting in the pre-revised scale will have to be protected.”*

- (b) Keeping the above in view, it is clearly settled that an employee cannot claim the replacement scale of the pay scale in which he was drawing his pay on the eve of pay revision as a personal measure and thus the scale in which his pay will be fixed will be the appropriate scale admissible to him under the ACP scales or the Revised Pay Rules of 1998 as the case may be.
- (ii) **Clarification regarding the stage of fixation of pay on promotion in the same scale:-**

The second point of clarification pertains to the stage at which the pay of an employee will be fixed on his promotion. Employees have been claiming that they should be granted the benefit of one grade increment on their promotion even when the ACP Scale in which they are drawing their pay at the time of promotion happens to be the same as the substantive scale of the promotion post. This contention of the employees is also not correct. Rule 15 of the ACP Rules and the Note below Sub Rule (2) of Rule 15 makes the position amply clear. It is understood that when a person gets a promotion, his pay should be fixed at the stage next above in the substantive scale of the promotion post. However, the same is not applicable when he is already enjoying that scale as a personal measure to him under the ACP Scheme. To further elaborate, an employee, at the time of grant of first or second ACP, continues to hold the same post and same responsibilities. Since there is no change in his duties and responsibilities at the time of grant of the ACP Scale, his pay should not be fixed at the stage next above while granting such ACP to him. But this benefit has been granted to him under the ACP Rules which, inter-alia, amounts to the benefit given to him at an advanced point of time than when it would have been admissible to him. This provision has been kept to avoid accounting problems. Had this benefit not been granted to him at the time of grant of ACP scale, the pay of most of the employee would have been so fixed as to carry some amount as personal pay for him which would have been absorbed/offset against the future increments. This situation would have occurred because of different stages in the substantive scale and the first and second ACP Scales. It is for this reason that it has been provided in the Note below Sub Rule (2) of Rule 15 of the ACP Rules that wherever an employee is drawing his pay in first or second ACP Scale and such ACP scale happens to be the same or inferior to the substantive

pay scale of the post to which he is promoted, his pay does not have to be refixed on his promotion. This is because there is no problem with regard to the stages. To reiterate, the rationale lies in the fact that the benefit of fixation at the stage next above has already been granted to him earlier at the time of grant of ACP Scale and double benefit cannot be allowed.

8. In view of the foregoing discussions it is clarified as under: -
- (i) Wherever an employee gets promoted from the functional scale of the feeder post to the functional scale of the promotion post, his pay will be fixed at the stage next above.
  - (ii) Wherever an employee, at the time of his promotion, is drawing his pay in a scale other than the functional scale of the feeder post (by way of first or second ACP or any other reason as a measure personal to him) and the functional scale of the promotion post is higher than the scale in which he was drawing his pay prior to his promotion, his pay will be fixed at the stage next above in the functional scale of the promotion post.
  - (iii) Wherever an employee is in receipt of first or second ACP scale as a personal measure and then gets promoted and the functional pay scale of the promotion post is equal to or lower than the scale in which he is already drawing his pay as a measure personal to him, his pay will not be refixed and will remain at the same stage in the same scale in which he is drawing his pay at the time of his promotion as clarified under the Note below Sub Rule (2) of Rule 15 of the ACP Rules, 1998.

Certain illustrations are appended to these clarifications to make the position further clear.

9. Accordingly, all departments should take action as per the clarification given above. Even though the position has been amply clarified and there should not be any further doubts, yet in the case of any doubts, clarifications may be sought from the Finance Department. Wherever employees have filed cases in the courts, proper defence should be put up based on these clarifications. In cases already decided, further appeals should be filed without any further loss of time.

Yours faithfully,

Sd/-

(Y.S. Malik)

Commissioner & Special Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Contd...

Encl...

**Illustrations:**

In order to leave no scope of doubt in the implementation of the above clarifications, some illustrations are being given below:-

**1. The case of a Clerk/Assistant in the field offices:-**

The post of Clerk is a first entry post in the State even though there is certain percentage of posts of Clerks which are filled up by way of promotion from amongst Peons. In most of the departments, 80% of the posts of Clerks are filled up by way of direct recruitment. The clerk, in turn, gets promoted as an Assistant. The pay scales including the ACP for a Clerk w.e.f. 1.1.96 are as under:-

S. No.	Post	Functional pay scale	1st ACP	2nd ACP
1.	Clerk	3050-4590	4000-6000	5000-7850

Functional pay scale for the post of Assistant in the field offices is Rs. 5000-7850.

Now assuming that 'A' was appointed as a Clerk in the Government, say on 1.4.1975. He was still a Clerk as on 1.1.1994 when the Scheme of Higher Standard Scale was introduced. Since he had completed 10 years regular satisfactory service as a Clerk, as on 1.1.1994, he was granted the 1st Higher Standard scale of Rs. 1200-2040 meant for the post of Clerk carrying a functional pay scale of Rs. 950-1500 at that time. He completed 20 years of service on 31.3.1995 and was still a Clerk. Again, he was granted the 2nd Higher Standard Scale of Rs. 1400-2600 on 1.4.95. Accordingly, his pay as on 1.1.96 was fixed in the 2nd ACP of Rs. 5000-7850 meant for the post of Clerk under the ACP rules of 1998. He got his promotion as an Assistant, say, on 1.10.98. The functional pay scale for the post of Assistant under the Revised Pay Rules, 1998 is Rs. 5000-7850 which he was already drawing on the day he was promoted as an Assistant. Hence, in terms of the clarifications given in this circular, his pay will not be refixed on his promotion as an Assistant.

**The underlying rationale** for the above lies in the fact that his pay at the time of grant of 1st Higher Standard Scale as well as at the time of 2nd Higher Standard Scale was fixed at the stage next above in spite of the fact that there was no change in his duties and responsibilities. In the process, he has already been given this benefit at a much earlier point in time than his actual entitlement under the Rules. Thus, in terms of Note below Rule 15(2) of ACP Rules, 1998, his pay in the functional scale of the Assistant i.e. 5000-7850 will not be refixed and he will not be entitled to benefit of one increment on his promotion on this post. Giving him the benefit of fixation of pay at the stage next above (by grant of one grade increment in this case) would amount to giving him a triple benefit, keeping in view that he has already been given this benefit at the time of fixation of his pay in the 1st and 2nd Higher Standard Pay Scales respectively which is not the intention of the Rule making authority.

**Case-II**

'A' was appointed as a Clerk, say, on 1.4.1982. His pay was fixed in the functional scale of Rs. 950-1500 on the post of Clerk as on 1.1.86. He was promoted as an Assistant, say, on 1.4.90 in the functional pay scale of Rs. 1400-2600 prescribed for the post of Assistant. He would have been entitled to the 1st Higher Standard Scale of Rs. 1200-2040 as on 1.1.94 on completion of 10 years service had he not been promoted as an Assistant in the

scale of 1400-2600, a scale which is three steps higher to his original recruitment post of Clerk. Thus he was not entitled to the benefit of 1st or 2nd Higher Standard Scale under the Higher Standard Scale Scheme. His pay in the revised scales would be fixed in the corresponding replacement scale of Rs. 5000-7850 prescribed as a functional pay scale for the post of Assistant as on 1.1.96.

### Illustration II. The Case of a JBT Teacher/Head Teacher:

The functional pay scale prescribed for the post of a JBT Teacher and Head teacher in the Primary Schools have been as under:-

Sr. No.	Post	Functional Pay Scale as on 1.1.86	1st Higher Standard Scale	2nd Higher Standard Scale as on 1.1.94.
1.	JBT Teacher	1200-2040	1400-2600	1600-2660
2.	Head Teacher	1400-2600	—	—
		As on 1.1.96	1st ACP as on 1.1.96	2nd ACP as on 1.1.96
3.	JBT Teacher	4500-7000	5450-8000	5500-9000
4.	Head Teacher	5500-9000	6500-9900	6500-10500

Assuming 'A' was appointed as a JBT Teacher as on 1.4.1975. His pay was fixed in the functional scale of Rs. 1200-2040 as on 1.1.86. He was granted the 1st ACP of Rs. 1400-2600 as on 1.1.94 on completion of 10 years service as a JBT Teacher. While placing him in this pay scale, even though he continued to remain a JBT Teacher, his pay was fixed at the stage next above. He completed 20 years service as a JBT Teacher as on 31.3.95 and thus became entitled to be placed in the 2nd Higher Standard Scale of Rs. 1600-2660 as on 1.4.1995. Here again, even though he continued to remain as a JBT Teacher, his pay was fixed at the stage next above in the 2nd Higher Standard Scale of Rs. 1600-2660. His pay was fixed in the 2nd ACP of Rs. 5500-9000 as on 1.1.96 under the ACP Rules. Now, he was promoted as a Head Teacher of a Primary School on, say, 1.10.98. The functional pay scale for the post of a Head Teacher of the Primary School is Rs. 5500-9000 in which he is already drawing his pay on the day of his promotion by way of his placement in the 2nd ACP. Thus on his promotion as Head Teacher in the scale of 5500-9000, his pay will not be refixed in terms of Note below Rule 15(2) of the ACP Rules, 1998.

Again, the rationale is that he had already been granted this benefit twice earlier at the time of grant of 1st and 2nd ACP even though there was no change in his duties and responsibilities of higher nature and he cannot be granted triple benefit.

### Illustration III: The case of M.O/S.M.O. in Health Department

(i) 'A' was appointed as a Medical Officer, say, on 1.4.1979. The substantive pay scale for the post of Medical Officer (M.O.) was revised to Rs. 2200-4000 w.e.f. 1.5.1989. Provision was also made for the Senior Scale of Rs. 3000-4500 on completion of five years regular and satisfactory service and thereafter for a selection grade of Rs. 4100-5300 for 20% of the cadre after completion of 12 years regular and satisfactory service. His pay was fixed in the senior scale of Rs. 3000-4500 as on 1.5.89. Even though he completed 12 years regular and satisfactory service as on 31.3.1991 yet he did not qualify to be within the 20% cadre posts. However, he came into the eligibility zone for grant of selection grade of Rs. 4100-5300, say, on



1.4.1994 and his pay was fixed in this pay scale. Subsequently, say, he was promoted as S.M.O. as on 1.1.1995. The function pay scale of the post of S.M.O. was Rs. 3000-4500. His case would be treated as under:-

- (a) His pay, on his promotion as S.M.O. will not be refixed in the inferior functional scale of Rs. 3000-4500 prescribed for the substantive post of S.M.O. Rather, he will continue to draw his salary on his promotion in the pay scale of Rs. 4100-5300.
- (b) His pay in the pay scale of Rs. 4100-5300 will not be refixed on his promotion as S.M.O. as he has already been granted the benefit of fixation of pay at the stage next above at the time of grant of selection grade and his pay is being protected in a scale which is superior to the functional pay scale of his post.
- (ii) The general replacement scale for the pre-revised scale of 4100-5300 is Rs. 13500-17250. However, ACP scales have been provided for the cadre of M.Os./S.M.Os. under Schedule-I Part-I of the ACP Rules, 1998. Hence, his pay under the Revised Pay Rules and the ACP. Rules of 1998 will be fixed in the scale of 12000-16500 prescribed as the second ACP for the post of M.O. and the substantive scale for the post of S.M.O.

#### Case-II

'A' was appointed as M.O., say, on 1.4.84. His pay was fixed in the Senior Scale of Rs. 3000-4500 as on 1.5.1989. He became entitled to the grant of second ACP, say, on 1.5.1999 and his pay was fixed in the second ACP of Rs. 12000-16500. While fixing his pay in the second ACP, the benefit of fixation at the stage next above was given to him even though he remained a Medical Officer and there was no change in his duties and responsibilities. He was, thereafter, promoted as S.M.O., say, on 1.8.2000 in the pay scale of Rs. 12000-16500 which is the same as the second ACP in which he was already drawing his pay at the time of his promotion. His pay will not be refixed at the time of his promotion as S.M.O. in terms of Note below Sub Rule (2) Rule 15 of the ACP Rules, 1998.

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**No. 1/1(21)/88-1FR-I**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 25th July, 1989****Subject : Benefit of Special Pay on promotion to the higher post.**

Sir,

I am directed to refer to the subject noted above and to say that some Departments have sought clarifications as to whether the clarification on the point at Sr. No. (vii) of Finance Department circular letter No. 4/13/87-3PR(FD) dated 16th Sept., 1987 still continues to be in force. The matter has been examined in the Finance Department and it is clarified that the aforesaid clarification was issued pursuant to the decision of the State Govt. to temporarily freeze the Special Pays, NPA etc. pending final decision to the extent of the amount drawn by the employees in pay of Feb., 1987 paid in March, 1987. As the State Govt. have already taken a final decision and have doubled the existing Special Pay vide Finance Department circular letter No. 1/8/3PR(FD)-88, dated 11th January, 1988, therefore, the aforesaid clarification has ceased to operate. In other words the benefit of Special pay in lieu of higher times scale, in terms of Haryana Govt. Finance Department circular letter No. 6/1(1) 81-1FR-I, dated 4th May, 1982, on promotion to the higher post is available as heretofore.

2. This clarification may please be brought to the notice of all concerned.
3. The receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/8/3-PR(FD)-88**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 7<sup>th</sup> March, 1988****Subject : Revision of Pay Scales of Haryana Government employees.**

Sir,

I am directed to invite your attention to the subject noted above and to say that due to revision of the pay scales with effect from 1.1.1986, the number of pay scales have been reduced which has led to clubbing of two or more pay scales and replacing these scales with the single revised pay scale. Certain administrative/practical anomalies have arisen due to this fact. The matter has been considered at length and after careful consideration, it has been decided that in case of all such posts which were treated as promotion posts under the pre-revised scale of pay and have been given the same pay scale under the revised scales of pay, the employees on appointment from one post to another in the same pay scale, may be given the benefit of refixation of pay at the next higher stage under the revised scales of pay, provided it is certified that the post in the higher pay scale prior to 1.1.1986 carries higher nature of duties and responsibilities.

These instructions may be brought to the notice of all concerned for information and necessary action.

Yours faithfully,

Sd/-

(S.K. SAXENA)

Joint Secretary, Finance (PR),  
for Financial Commissioner and Secy. to Govt.,  
Haryana, Finance Department.

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**No. 6/1(5)-82-1FR-I**

From

The Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioner and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 12th January, 1984****Subject : Treatment of special pay for the purpose of pay fixation on promotion to higher post.**

Sir,

I am directed to invite a reference to the instructions contained in Haryana Government Finance Department circular letter No. 6/1(5)-82-1FR-I, dated 3rd March, 1983 whereby the condition, as contained in note-9 below rule 4.4 of C.S.R. Volume-I, Part-I of continued drawal of special pay on lower post has been done away w.e.f. 3rd March, 1983. As these instructions do not cover the cases of employees promoted any time between 1.4.79 and 3-3-1983 who had already faced the same kind of hardship in the matter of pay fixation as would have been faced by their colleagues had the instructions in question not been issued it would be seen inequitable to deny them that very benefit.

So after the examination of the whole matter it has been decided that the incumbents of the posts (promoted after 1.4.1979) which do not carry a special pay and whose lower posts carried a special pay and still carry a special pay in lieu of higher time scale on 3-3-1983 (i.e. which were either actually in lieu of higher time scale or declared as such under the instructions of Finance Department as contained in their letter No. 6/1(1)-81-1FR-I dated 4-5-1982) may also be notionally allowed the benefit of pay fixation as contained in Haryana Government circular letter No. 6/1(5)-82-1FR-I, dated 3rd March, 1983 as if the benefit of these instructions was available to them on the actual date of their promotion subject to the condition that the actual benefit would accrue to them from the date of issue of these instructions. Necessary amendment in the rules (if necessary) will be made in due course.

Yours faithfully,

Sd/-

Joint Secretary Finance (R),  
for Commissioner & Secy. to Govt., Haryana,  
Finance Department.

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**No. 6/1(5)-82-1FR-I**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioner Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 3rd March, 1983****Subject : Treatment of special pay for the purpose of pay on promotion to a higher post.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 6/1(1)/81-1FR-I, dated the 4<sup>th</sup> May, 1982 on the subject noted above wherein it has been clarified that where all posts in a cadre carry the same amount of special pay, such special pay will, notwithstanding anything to the contrary, be considered to be a special pay in lieu of separate higher time scale and further where the lower and higher promotion posts carry special pays and the special pay has been sanctioned to all posts in those cadres, the benefit of special pay drawn in the lower post would not be admissible for purposes of pay fixation in the higher promotion post.

2. In accordance with note (9) below rule 4.4 of the Pb. C.S.R. Vol. I, Part-I the benefit of special pay towards pay fixation on promotion to a higher post is admissible subject to the condition that the special pay in the lower post has been drawn continuously for a minimum period of three years on the date of promotion. It was brought to the notice of Govt. that this provision in the rules had been causing hardship to the employees where period of officiating on the lower post carrying special pay fell short of three years. The matter has been considered further and on reconsideration, it has now been decided that where the higher post does not carry a special pay, but the lower post carries a special pay in lieu of higher time scale, the incumbent may be allowed the benefit of such special pay towards fixation of pay in the higher promotion post regardless of the time for which he has drawn it on the lower post subject to it being certified that but for promotion he would have continued to draw it on the lower post.

3. This decision will take effect from the date of issue of this letter. Necessary amendment in the rules made in due course.

Yours faithfully,

Sd/-

Joint Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 1/1(111)/82-1FR-I**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 20th January, 1983**

**Subject :** Treatment of special pay for the purpose of Fixation of pay on promotion from the post of Steno-typist to a higher post.

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/21/2PR(FD)-80, dated the 6<sup>th</sup> October, 1981 vide which the special pay attached with the time scale of steno-typist was enhanced from Rs. 25/- p.m. to Rs. 50/- p.m. w.e.f. 1.2.81 and to say that doubts have been expressed by some departments as to which special pay is to be taken into account for purpose of fixation of pay on promotion to a higher post and whether the pay of those employees who have already been promoted to higher post before 1.2.81 is to be refixed w.e.f. 1-2-81 by taking into account the special pay of Rs. 50/- p.m. After careful consideration it has been decided that in such cases where the special pay in respect of the same post has been enhanced, the rate of special pay to be taken into account for purpose of fixation of pay in the higher post should be the one drawn immediately before the date of promotion subject to the fulfilment of other conditions governing the fixation of pay in the higher post laid down in various rules/instructions. The pay of those steno-typists promoted to higher post before 1.2.81 may be refixed with effect from 1.2.81 if it is more advantageous to them. In other words, once the initial pay in the higher post is fixed on the date of actual promotion, any benefits allowed in the lower post because of pay revision will be treated on the same basis as envisaged in rule 4.14(2) of PCSR Vol. I Part. I.

2. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Joint Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 1/70/4PR(FD)-81**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 11th May, 1982****Subject : Revision of Pay Scale of clerks vis-à-vis Restorer/Gestetnor Operators.**

Sir,

I am directed to say that prior to revision of pay scales, the Restorers/Gestetnor Operators were in the pay scale of Rs. 100-160, while the clerks were in the pay scale of Rs. 100-225. The post of Clerk was treated as a promotion post for a Restorers/Gestetnor Operator. On the recommendations of Pay Commission, the pay scale of both these posts was revised to Rs. 400-660. The difference between these two posts, however, is that the Clerks have been given a selection grade of Rs. 480-760 for 20% posts, in addition to the time-scale of Rs. 400-660. A question has arisen whether the Restorers/Gestetnor Operators on appointment to the post of a clerk in the same time scale of Rs. 400-660, are entitled to re-fixation of pay at the next higher stage or not. The matter has been considered at length and after careful consideration, it has been decided that in case of all posts which were treated as promotion posts under the pre-revised scales of pay and have been given the same pay scale under the revised scales of pay, the employees on appointment from the one post to another in the same pay scale (such as from Restorers/Gestetnor Operator to Clerk), may be given the benefit of re-fixation of pay at the next higher stage under the revised scales of pay, provided it is certified that the post in the higher pay scale prior to 1-4-79 carries higher nature of duties and responsibilities. This decision will take immediate effect and will be incorporated in the rules for which necessary amendment in the C.S.R.(Pb.) Vol. I, Part-I is being made shortly.

These instructions may be brought to the notice of all Drawing & Disbursing Officers, for re-fixation of pay where necessary. Kindly acknowledge its receipt.

Yours faithfully,

Sd/-

(R.S. KAILAY)

Joint Secretary Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been Modified partly vide  
No. 6/1(5)-82-1FR-I, dated 03.03.1983.***

**No. 6/1(1)-81-1FR-I**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners Ambala/Hisar Division,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th May, 1982**

**Subject : Treatment of special pay for the purpose of fixation of pay on promotion to a higher post.**

Sir,

I am directed to invite a reference to the subject noted above and to say that in accordance with note (9) below rule 4.4 of the Punjab Civil Service Rules Vol. I Part I the benefit of special pay towards pay fixation on promotion to a higher post is admissible subject to the condition that the special pay in the lower post has been granted in lieu of a separate higher time-scale and has been drawn continuously for a minimum period of three years on the date of promotion. In case the higher post also carries a special pay the practice is to grant the special pay in addition to the stage of pay fixed as above. This has led to some anomalies/aberrations in pay fixation. In case, a post carries a special pay in lieu of higher time scale, in effect it means augmentation of the time scale at each stage by the amount of the special pay. For example, a pay scale of Rs. 800-1600 plus Rs. 100/- special pay in lieu of higher time scale virtually means a time scale of Rs. 900-1700. If an incumbent of one such post is promoted and the promotion post carries a time-scale of Rs. 900-1700 plus a special pay of Rs. 100/- in lieu of higher time scale, the time-scale of the promotion post becomes in effect Rs. 1000-1800. If an official is promoted from the time-scale of Rs. 800-1600 plus Rs. 100/- special pay (in lieu of higher time-scale) at the stage of Rs. 1100/- to a higher post in the pay scale of Rs. 900-1700 plus Rs. 100/- special pay, according to the existing interpretation he would get his pay fixed in the higher time-scale of Rs. 900-1700 at the stage of Rs. 1250/- (after including special pay of Rs. 100/- in the lower post) and also a special pay of Rs. 100/- in the higher time scale i.e., Rs. 1350/- in all, as against pay of Rs. 1200/- (Rs. 1100+100 special pay) drawn by him in the lower post, involving a gain of Rs. 100/- in pay. On the other hand, another official working in the time-scale of Rs. 900-1700 and getting promoted to a post in the pay of Rs. 1000-1800 at the stage of Rs. 1200/- would get his pay fixed in the promotion post at Rs. 1250/- i.e. an increase of Rs. 50/- only in pay. This illustration reveals that where both the lower and the higher pay scale carry special pay in lieu of higher time-scale, the current manner of pay fixation leads to excessive benefit in some categories and is also likely to create anomalies qua other categories.

2. With the revision of pay scales from 1.4.79 special pays have been sanctioned in a large number of cadres and in some cases, both the lower and higher posts in the same line



of promotion have been given special pays. It has, therefore, become necessary to clarify the description of special pay as to whether the special pay is in lieu of a separate higher time scale or for arduous nature of duties and the manner in which pay is to be fixed on promotion to the higher post. The matter has been considered at length and it has been decided that where all posts in a cadre carry the same amount of special pay, such special pay will, notwithstanding anything to the contrary, be considered to be a special pay in lieu of a separate higher time-scale and will not be taken as a special pay on account of arduous nature of duties. The special pay granted to Steno-typist, S.D.Cs, P.As. Deputy Superintendents, Superintendents/ Private Secretaries etc. fall within the first category i.e. special pays in lieu of higher time-scale. Special pay granted in individual isolated cases like Cashiers, Store-keepers Machine operator may fall in the latter category i.e. special pay granted for arduous nature of duties if they belong essentially to some other cadre (e.g. clerk) and have been appointed otherwise than by promotion to such a post (e.g. Cashier) without acquiring a right to continue indefinitely in the latter post. For purpose of pay fixation, it has been decided that where the lower and higher promotion posts carry special pays and the special pay has been given to all posts in those cadres, the benefit of special pay drawn in the lower post would not be admissible for purposes of pay fixation in the higher promotion post. Illustrations are given below:-

#### **Example-I**

An employee in the time scale of Rs. 700-30-850/900-40-1100-EB-1250 plus Rs. 100/- special pay (in lieu of higher time scale) is promoted at the stage of Rs. 1100/-+100 special pay to a higher post in the pay scale of Rs. 900-40-1100-EB-50-1400-60-1700 plus Rs. 100/- special pay (in lieu of higher time scale). His pay in the higher time scale of Rs. 900-1700 will be fixed at the stage of Rs. 1150+100 special pay. (Benefit of special pay of the lower post not admissible).

#### **Example-II**

An employee in the pay of scale Rs. 400-10-490/540-15-600-EB-20-660 plus Rs. 20/- special pay (on account of arduous nature of duties) is promoted at the stage of Rs. 600/- + Rs. 20/- special pay to a higher post in the pay scale of Rs. 525-15-600-20-660/700-30-850-EB-890-40-1050. His pay in the higher post will be fixed at the stage of Rs. 620/- (Benefit of special pay not admissible).

#### **Example-III**

An employee in the pay scale of Rs. 700-30-850/900-40-1100-EB-50-1250 plus Rs. 50/- special pay (in lieu of higher time scale) is promoted at the stage of Rs. 1100/- + 50/- special pay to a higher post in the pay scale of Rs. 800-30-890/940-40-1100-50-1600. His pay in the higher post will be fixed at the stage of Rs. 1200/- (benefit of special pay admissible).

3. These instructions will take effect from the date of issue of this letter. However where promotions have taken place before the issue of these instructions, pay fixation will be governed by the existing rules/policy. Necessary amendment in the rules is being made shortly.

Yours faithfully,

Sd/-

Joint Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 2201-1FR(I)-77/14076**

From

Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in the Haryana State.  
The Registrar, Punjab & Haryana High Court,  
All District & Session Judges in Haryana State.

**Dated, Chandigarh, the 18th May, 1977**

**Subject :** Fixation of pay on reversion to parent department from an ex-cadre post to a higher cadre post.

Sir,

I am directed to invite a reference to the provisions contained in rule 4.4(c) of Punjab Civil Services Rules, Volume I, Part I in their application to the Haryana State and to say that some doubts have been expressed by different departments as to whether the provisions contained in the rule under reference are applicable in cases where a Govt. employee reverts to his parent department from an ex-cadre post on promotion to a higher cadre post. The matter has been carefully considered and it is clarified that where a person goes from a lower post in his parent Department to a higher ex-cadre post and then reverts on promotion to a higher cadre post in his own department, then the pay of the Govt. employee in the higher cadre post is to be fixed under rule 4.4(c) of Punjab Civil Services Rules, Volume I, Para I with reference to his pay in the lower cadre post from which he proceeded to a higher ex-cadre post.

2. Necessary amendment in the relevant rules will be issued separately.

Yours faithfully,

Sd/-

Joint Secretary Finance,  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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**No. 1643-(5)-FR-70/11999**

From

The Commissioner for Planning & Finance and Secy. to  
Govt., Haryana, Planning and Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala Division,  
Deputy Commissioners and  
All Sub Divisional Officers (Civil) in the State.  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 19th May, 1970**

**Subject :** Government servants on deputation to ex-cadre posts, on their permanent absorption in such posts fixation of pay of.

Sir,

I am directed to address you on the subject noted above and say that the question of fixation of pay of Government servants, appointed on transfer on deputation to ex-cadre posts on their permanent absorption in the borrowing Organisation/ Departments etc., has been under consideration of the Government. According to para I (v) of the Composite Punjab Government letter No. 10508-(3)-FR-II-62/508, dated the 28th/31st January, 1963 an employee placed on deputation has the option to draw either the pay in the scale of the deputation post as may be fixed under the normal rules or his basic pay in the parent Government plus deputation allowance. The option once exercised is final except that a fresh option is allowed if such an employee receives proforma promotion in his parent Government under the next below rule or is reverted to a lower grade in the parent Government or is appointed to another grade in the borrowing Organisation Department.

2. In the case of persons who opt to draw pay in the scale of the deputation post, the service rendered in that scale prior to permanent absorption counts for purposes of fixation of pay under the normal rules. As regards persons who draw pay in their parent grade plus deputation allowance; it has been decided that in such a case when a Government servant is absorbed in a Public Sector Undertaking/ another, Government etc. in public interest his pay on such absorption shall be fixed in the relevant scale of pay of the post as if the person concerned had elected to draw pay in the scale of the post from the date of his initial appointment on deputation/foreign service subject to the restrictions laid down in Composite Punjab Government letter No. 3003-(3)-FR-II-64/4029, dated the 25th April, 1964. This would be further subject to the condition that the pay, thus, fixed is not more than the pay plus deputation allowance drawn immediately before permanent absorption. No arrears should, however, be paid on account of such fixation nor any adjustment made in the deputation allowance already drawn till the date of absorption. However, in cases where such fixation of pay on permanent absorption results in drop in the emoluments drawn by the Government servant concerned, the difference between the pay so fixed and pay plus deputation allowance drawn prior to absorption may be allowed as personal pay to be absorbed in future increases in pay.

3. These orders will take effect from the date of their issue and cases already

decided otherwise need not be re-opened.

Yours faithfully,

*Sd/-*

(S.K. Sharma)

Deputy Secretary Planning and Finance,  
for Commissioner for Planning and Finance  
and Secretary to Government, Haryana,  
Finance Department.

No. 1643-(5)-FR-70/12000,

Chandigarh, the 19th May, 1970

Copy is forwarded to the Accountant General, Haryana, Simla, for information.

*Sd/-*

(S.K. Sharma)

Deputy Secretary Planning and Finance,  
for Commissioner for Planning and Finance  
and Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded to the: —

- (i) Financial Commissioner, Revenue, Haryana; and
- (ii) All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*

(RAJINDER DUTT)

Superintendent, Finance (Regulations),  
for Commissioner for Planning and Finance  
and Secretary to Government, Haryana,  
Finance Department.

To

- (i) Financial Commissioner, Revenue, Haryana; and
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 1643-(5)-FR-70,

Dated, Chandigarh, the 19th May, 1970

Copies are forwarded to the Principal Secretary/Private Secretaries to the Chief Minister/Ministers/Parliamentary Secretaries to Government, Haryana.

*Sd/-*

(RAJINDER DUTT)

Superintendent, Finance (Regulations),  
for Commissioner for Planning and Finance  
and Secretary to Government, Haryana,  
Finance Department.

To

The Principal Secretary/Private Secretaries to Chief Minister/  
Ministers/Parliamentary Secretaries.

U.O. No. 1643-(5)-FR-70

Dated, Chandigarh, the 19th May, 1970.

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***These instructions have become obsolete.***

**Grant of additional pay for dual/higher charge.**— The question of remuneration to the officers of the Punjab Civil Service (Executive Branch) who —

- (a) officiate in or hold additional charge of posts in the senior scale of the Indian Administrative Service; or
- (b) hold the additional charge of the post of Sub Divisional Officer in addition to their own duties, has been engaging the attention of the State Government for some time past. It has been decided as below : —
  - (i) In a case where P.C.S. officer, not yet eligible for appointment to a post in the senior scale of the Indian Administrative Service, is appointed to such a post for administrative convenience, he should be paid a special pay of Rs. 150 per mensem over and above his basic pay and if the post against which he is appointed to officiate carries a special pay, he should also be allowed that special pay in addition. But when a P.C.S. officer is entrusted with the additional charge of a post in the senior scale of the Indian Administrative Service carrying a special pay the special pay, if any, attached to the lower post held by such an officer in addition to the higher post, will not be allowed. The additional remuneration in cases of the nature mentioned above will not be admissible if the period of officiation is less than a month; but if such period exceeds one month, the additional remuneration should be allowed for the entire period.
  - (ii) Where a P.C.S. officer is appointed as a Sub Divisional Officer in addition to his own duties, he should be allowed a special pay of Rs. 50 per mensem attached to the post of Sub Divisional Officer provided the additional charge is not held for a period of less than 14 days but if such period exceeds 14 days, the additional remuneration should be allowed for the entire period.

**(No. 2650-FR II-59/3945, dated the 20th/23rd April, 1959.)**

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**NO. 1/83/2008-2PR(FD)**

**Dated, Chandigarh, the 27th August, 2009**

**Subject : Grant of annual increment on reaching maximum/nearer to maximum of the pay band - Clarification Regarding.**

Rule 10 of Haryana Civil Services (Revised Pay) Rules, 2008 and Rule 20 of Haryana Civil Services (Assured Career Progression) Rules, 2008, provide that:-

There will be a uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Employees completing 6 months and above in the revised pay structure as on 1<sup>st</sup> of July will be eligible to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised pay structure will be granted on 1.7.2006 for those employees also for whom the date of next increment was between 1<sup>st</sup> July, 2006 to 1<sup>st</sup> January, 2007:

Provided that in the case of persons who has been drawing maximum of the existing scale for more than a year as on the 1<sup>st</sup> day of January, 2006, the next increment in the revised pay structure shall be allowed on the 1<sup>st</sup> day of January, 2006. Thereafter, the provision of rule 10 would apply:

Provided further that in cases where an employee reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, he will continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4, after which no further increments will be granted.

The above said provisions suggest the date of increment in the revised pay structure in cases where an employee reaches the maximum of his pay band. However, some department sought clarification as to whether such increments is to given on usual date or after stagnation of one year. In order to clarify the issue it is imperative that the principle adopted by the 6<sup>th</sup> CPC in this regard is referred to which is as under:-

“The running pay bands have been given a sufficiently long span to ensure that no employee ordinarily stagnates at any stage in his/her career. To ensure that no stagnation takes place in any case, it is further recommended that a person stagnating at the maximum of any pay band for more than one year continuously shall be placed in the immediate next higher pay band without any change in the grade pay”.

Accordingly, it is clarified that whenever the existing pay band falls short of the amount of increment due to the employee, he will be deemed to have reached maximum of his pay band and he will get increment on usual date and he shall be placed in the immediate next higher pay band automatically. For example if a peon is getting pay of Rs. 7210/- (pay in the pay band) as on 01.07.07 (DNI 1.7.08) in the pay band of Rs. 4440-7440, he will get the next increment @ 3% on 01.07.08 in the next pay band of Rs. 5200-20200.

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/83/2008-2PR(FD)

Dated, Chandigarh, the 17.09.2009

A copy is forwarded to the following for information and further necessary action at their end:-

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Heads of Departments in Haryana.  
All the Division Commissioner in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

*Sd/-*

Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/83/2008-2PR(FD)

Dated, Chandigarh, the 17.09.2009

A copy is forwarded to the following for information and necessary action at their end:-

Accountant General (A&E/Audit) Haryana.  
Home Secretary, Chandigarh Administration.

*Sd/-*

Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

#### **INTERNAL CIRCULATIONS**

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (F.D.).

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

***Office Memorandum***

**No. 1/83/2008-2PR(FD)**

**Dated: 16th June, 2009**

**Subject :** Regulating the grant of subsequent increments in the Revised Pay and ACP Rules, 2008 - rounding off of the implied entitlement - instruction regarding.

Sir,

I am directed to invite your attention to the subject cited above and to say that reference has been made from several ends seeking clarification as to whether, in terms of the relevant rules when subsequent increments are accorded at the rate of 3% of the sum of pay in the pay band and the grade pay, rounding off to the next multiple of 10 is to be done in terms of rupees or even paise is to be rounded off to the said next multiple of 10 (rupees) ?

2. Following procedure/principle is to be followed in such cases:

- (i) In the case of Fitment Table appended to the Rules, rounding off has already been done and the same should be implemented without any modification.
- (ii) In cases of calculation of subsequent increments, paise should be ignored, but any amount of a rupee or more should be rounded off to the next multiple of 10 (rupees). For instance, if the final value obtained happens to be 2000 rupees and 99 paise, then the amount would be rounded off to Rs. 2000.00 and if the final value obtained happens to be 2001 rupees and 01 paise (or even simply 2001 rupees), then the amount would be rounded off to Rs. 2010.00.

3. These instructions should be brought to the notice of all concerned for strict compliance and taking such appropriate measures that are required/warranted.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Divisional Commissioners in Haryana.  
All the Heads of Department, Haryana.  
All the Deputy Commissioners in Haryana.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
DEPARTMENT OF FINANCE**

**ORDER**

**No. 1/83/2008-1PR(FD)**

**Dated, Chandigarh, the 12th/14th May, 2009**

The Government order issued vide No. 1/83/2008-1PR(FD), dated 4-5-2009 is hereby withdrawn.

Ajit M. Sharan  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the following for information and necessary action at their end:

All the Financial Commissioner & Principal Secretaries/ Administrative Secretaries to Government Haryana.  
Accountant General (A&E/Audit), Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.

*Sd/-*  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATIONS**

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of Finance Department.  
In Charge, Computer Cell (FD).

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***These instructions have been withdrawn vide  
even No. dated 12/14.05.2009***

**GOVERNMENT OF HARYANA  
DEPARTMENT OF FINANCE**

**ORDER**

**No. 1/83/2008-1PR(FD)**

**Dated: 4th May, 2009**

In exercise of the power vested in him by virtue of rule 19 of the Haryana Civil Services (Revised Pay) Rules, 2008 and rule 28 of the Haryana Civil Services (Assured Career Progression) Rules, 2008, the Governor of Haryana is pleased to prescribe the following conditions to be followed while regulating the date of annual increment:

1. Wherever, as an implication of the application of the existing provisions of CSR/other instructions/Rules/Regulations etc., the date of annual increment happens adjusted to a date otherwise than the 1<sup>st</sup> July, the following process shall be followed:
  - (i) The 'next increment' on the said readjustment of the date of increment shall be granted strictly in terms of the implication of the existing provisions of CSR/other instructions/Rules/Regulations, etc.
  - (ii) In all such cases where the date of increment so determined in Terms of Condition (i) above happens to be a date other than 1<sup>st</sup> July, the immediately following next increment after the grant of increment in terms of condition (i) above will be eligible to be granted on the immediately succeeding 15th July after the grant of increment in terms of condition (i) above irrespective of the length of eligible service towards earning the next increment in the intervening period between the readjusted date of grant of increment in terms of condition (i) above and the said 'immediately succeeding 1st July after the grant of increment in terms of condition (i) above'.
2. In case of every such employee, where the date of increment so determined in terms of condition in sub para (i) of para 1 above happens to be 1st July, there would be no change in the existing system.
3. These instructions shall be deemed to have taken effect with effect from 1.1.2006.
4. These instructions should be brought to the notice of all concerned for strict compliance.

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the following for information and necessary action at their  
end:

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.

Accountant General (A&E/Audit), Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Heads of Departments in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.

*Sd/-*  
Deputy Secretary Finance,  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL CIRCULATIONS**

All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of F.D.  
In charge, Computer Cell (F.D.).

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**No. 13/2(45)/2008-5FR**  
**GOVERNMENT OF HARYANA**  
**FINANCE DEPARTMENT**

*Office Memorandum*

**Dated, Chandigarh, the 22nd January, 2009**

To

All Head of Departments, Commissioners of Divisions,  
 All Deputy Commissioners and  
 Sub Divisional Officers (Civil) in Haryana,  
 The Registrar, Punjab & Haryana High Court, Chandigarh.

**Subjects :** **Grant of increment of a nature other than the annual increment - the manner to regulate the same in terms of provisions of CSR.**

I am directed to invite your attention to the subject cited above. The issue of grant of increment of a nature other than the annual increment and the permissible manner of regulating/reckoning the same has been engaging the attention of the Government for sometimes in past. It is now being clarified that the existing position in this regard is as under:-

The proviso to the Article: 309 of the Constitution of India prescribes and authorises the manner in which the conditions of service and matters with reference to any post can be regulated and CSR (as amended from time to time and as applicable to the State of Haryana) is one such instrument to regulate the same. It means that, unless otherwise provided in any other instrument put in place under the said Article: 309 of the Constitution of India, it is the provisions of CSR that regulates the manner, extent and scope of the conditions of service and matters with reference to any post connected with the affairs of Government of Haryana. Further, rule 1.3 of the CSR also provides for the manner and mechanism of extending benefits inconsistent with/not provided in the CSR. Thereby meaning that to the extent they are governed by or under the CSR, unless the procedure prescribed under rule 1.3 has been duly resorted to, any benefit that may be extended in whatever nomenclature must fit into some provisions of the CSR while being an instrument regulating the conditions of service and matters with reference to any post. The CSR, in addition to annual increments, acknowledges only one other increment that is premature increment to be regulated in terms of rule 4.10. So, unless the procedure prescribed in rule 1.3 of the CSR has been resorted to while granting the same, all increments, other than the annual increment, whenever and in whatever nomenclature it is given, are required to be construed as the increment granted under the rule 4.10 of the CSR whenever the same is granted under the authority of the CSR. Such increments are, accordingly, to be invariably regulated in terms of the said rule 4.10 of the CSR.

2. These instructions should be brought to the notice of all concerned for strict compliance and taking appropriate corrective measures wherever required.

Sd/-  
 (M. C. Chhabra)  
 Under Secretary Finance  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana, Finance Department.

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**No. 1/16/2005-3PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana.  
All Divisional Commissioners.  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th September, 2007**

- Subject :**
- (i) **Grant of new pay scale of Rs. 7500-250-10000-EB-250-13000 to Junior Engineers of three wings of P.W.D.**
  - (ii) **To designate the post of Junior Engineer as Additional Sub Divisional Engineer.**
  - (iii) **Grant of two advance increments on acquiring AMIE/BE Degree.**

Sir,

I am directed to refer to Haryana Goy Notification No. GSR3/Const. Art.309/1998, dated the 7<sup>th</sup> January, 1998 and No. GSR. 4/Const/Art.309/1998, dated 7.1.1998 vide which the pay scales of State Govt. employees were revised w.e.f. 1.1.96 and Finance Department letter No. 1/65/98-3PR(FD) dated 7.8.98, No. 10/15/97-1PR(FD) dated 28.4.2003, No. 10/15/97-1PR(FD) dated 30.12.2003, No. 10/15/97-1PR(FD) dated 9.3.2006, No. 8/10/2006-3PR(FD) dated 14.2.2007 and 8/4/2007-1PR(FD) dated 30.3.2007 vide which the pay scales of certain categories of employees were further revised/modified.

The Diploma Engineers, Association of Junior Engineers. of three wings of PWD have been representing to the Govt. for removal of anomalies in their ACP Scales and grant of Gazetted status. The matter was examined in detail and considered by the Government. The following decisions were taken which will be effective from, the date of issue.

The new pay scales of Rs. 7500-250-10000-EB-250-13000 to the Junior Engineers of three wings of PWD after completion of 18 years regular & satisfactory service, who have not been promoted to next higher post will be granted subject to the following conditions:-

1. Junior Engineers in the pay scale of Rs. 7500-250-10000-EB-250-13000 will be designated as Additional Sub Divisional Engineer and they will continue to discharge the duties of Junior Engineers with the new designation and pay scale.
2. Those Junior Engineers who have already availed of the benefit of 2nd ACP scale of Rs. 6500-10500, after 20 years regular satisfactory service, will not be entitled for the next stage of pay fixation under Rule 4.4 (C) of CSR Vol. I Part I.
3. Junior Engineers eligible for the new time scale of Rs. 7500-250-10000-EB-13000 after completion of 18 years regular satisfactory service will not be considered for 2<sup>nd</sup> ACP Scale, on completion of 20 years of regular satisfactory service.

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It has also been decided to grant of two advance increments to Junior Engineers who acquire AMIE/BE degree after joining the service subject to the condition that the incumbent has completed a minimum of 5 years regular and satisfactory service. The advance increments would be given with prospective effect. No arrears on this account would be payable, irrespective of the date of acquisition of the higher qualification.

The pay of the employees whose pay scales have been modified/revised is to be fixed in accordance with the rules laid down in the Punjab Civil Services Rules Vol. I Part-I, the rules prescribed vide extra ordinary Gazette notification No. GSR3/Const/Art.309/1998, dated 7<sup>th</sup> January, 1998 and No GSR4/Const/Art.309/1998, dated 7.1.98 and instructions issued on the subject from time to time.

Yours faithfully,

Sd/-

Under Secretary Finance (P.R.)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

***Office Memorandum***

**No. 1/1(46) 2002-1FR-I**

**Dated, the 1st October, 2002**

**Subject : Grant of advance increment(s) to Government employees for doing works of exceptional merits - staying thereof.**

I am directed to refer to the clarification issued vide No. 1/1(46) 2002-1FR-I, dated 22.7.2002 regarding the subject mentioned above and to state that the operation of above said clarification is hereby stayed for the time being.

*Sd/-*

Superintendent FR-I,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

The Chief Secretary to Government of Haryana/All the Financial Commissioners and Principal Secretaries/Administrative Secretaries to Government of Haryana/ All Head of Departments/Divisional Commissioners/Deputy Commissioners/SDO (Civil) in Haryana/Registrar, Punjab and Haryana High Court/Member-Secretary, Haryana Bureau of Public Enterprises for further circulation to the MDs, Chief Executive Officers of PSIs in Haryana and Registrars of the Universities and other autonomous Bodies in the State.

*Sd/-*

Superintendent FR-I,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 2/12/99-2PR(FD)**

**Dated, Chandigarh, the 9th August, 2002**

***Office Memorandum***

**Subject :** Grant of two advance increments to the Junior Engineers on acquiring AMIE or an equivalent degree during service -discontinuation thereof.

I am directed to refer to Finance Department letter bearing No. 6/144/4PR(FD)-87 dated 27.1.1992. The Government had further modified the pay scales of Junior Engineers w.e.f. 1.1.1992 under the instructions referred to above. In addition, another incentive was introduced for the in service Junior Engineers whereby two advance increments were sanctioned on acquisition of AMIE or an equivalent degree while being in service.

2. This issue has been examined in view of certain references received from the Departments. Keeping in view the large number of engineering graduates now available in the market and the engineering graduates opting to apply for the posts of Junior Engineers, it is felt that there is no justification to continue with the incentive sanctioned by way of instructions dated 27.1.92. Accordingly, it has been decided to withdraw the said incentive facility with immediate effect.

3. The contents of this Office Memorandum may be brought to the notice of all concerned.

Sd/-

Under Secretary Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Administrative Secretaries to Government of Haryana in various Department/Head of Deptt./Divisional Commissioner/ Deputy Commissioners/Sub Divisional Officers (Civil) in Haryana/ Registrar, Punjab & Haryana High Court at Chandigarh/Accountant General (A&E) Haryana/and the Accountant General (Audit) Haryana with five spare copies in each for use in the offices.

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***These instructions have been withdrawn vide  
No. 1/1(46) 2002-1FR-I, dated 1.10.2002.***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

***Office Memorandum***

**No. 1/1(46) 2002-1FR-I  
Dated the 22nd July, 2002**

**Subject :** Grant of advance increments to Government employees for doing works of exceptional merit - clarification regarding.

I am directed to address you on the subject cited above. The provisions of rules and executive instructions issued on the subject from time to time are as under:-

1. Rules:  
Rule 4.10 of CSR Volume I Part I.
2. Instructions issued by the Chief Secretary to Government of Punjab/Haryana:
  - (a) No. 5752-1GS(I) 65/14567 dated 7-5-65.
  - (b) No. 183-2GS-69/1625 dated 22-1-1969.

2. The issue has been raised as to whether the advance increments sanctioned to the Government employees for doing work of exceptional merit should be adjusted in the future increments due to the employee in normal course or not. It appears that the grant of advance increments is being misinterpreted as if these are additional increments. The issue has been examined and clarified as under:-

- (i) The provision in the rules is for grant of a "pre-mature increment" which is also termed as "advance increment" as is clarified by way of notes under Rule 4.10 of CSR Vol. I Part I. The said Rule 4.10 as contained in CSR Vol. I. Part- I is reproduced below for ready reference:-

"An authority may grant a premature increment to a Government employee on a time-scale of pay, if it has power to create a post in the same cadre on the same scale of pay.

**Note 1.** *A proposal to grant an increment in advance of the due date should always be scrutinised with special jealousy as it is contrary to the principle of a time-scale of pay to grant an increment before it is due. Such a grant should not be made or advised except in very rare circumstances which would justify a personal pay to a Government employee whose pay is fixed.*

**Note 2.** *The expression "scale of pay" represents the maximum of the scale which is to be taken into account for determining the authority competent to sanction increments rather than the stage of it.*

**Note 3.** *The grant of premature increments to members of the State Civil Medical Service is governed by the rules in Appendix XI to the Punjab Medical Manual.*

**Note 4.** *In the case of increments granted in advance, it is usually the intention that the Government employee should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of special orders to the contrary he should be placed on exactly the same footing, as regards future increments, as a Government employee who has so risen."*

(ii) A joint reading of the rule as well as instructions referred to in this memo make it abundantly clear that the provision is for "pre-mature" or "advance increments" and not "additional increments". As a matter of fact there is no provision for grant of any additional increments either in the rules or executive instructions issued by the Government from time to time. That being the position, it is clear that the advance / pre-mature increments so granted are to be adjusted against the future increments due to the employee in the normal course. This clarification is further explained with the help of two illustrations given below:-

(a) 'X' is a Government employee and his normal date of increment is say 1st March, 1999. He is granted one advance increment in recognition of his work of exceptional merit, say, on 1st June, 1999. The advance increments so granted to him are adjustable against the normal increments due to him on the 1st March of the following year i.e. w.e.f. 1-3-2000 and 1st March, 2001 which means that he will not be entitled to get his normal increments on the 1st March, 2000 and 1st March, 2001 and will be entitled to his normal increment only w.e.f. 1-3-2002.

(b) 'Y' is a Government employee and his normal date of increment is say 1st March, 1999. He is granted two advance increments in recognition of his work of exceptional merit, say on 1st June, 1999. The advance increments so granted to him are adjustable against the normal increments due to him on the 1st March of the following year i.e. w.e.f. 1-3-2000 and 1-3-2001 which means that he will not be entitled to get his normal increments on the 1st March, 2000 and 1st March, 2001 and will be entitled to his normal increment only w.e.f. 1-3-2002.

3. The above clarification may kindly be brought to the notice of all concerned including the DDOs, Heads of Offices and Heads of Department i.e. the competent authority for grant of normal increments for strict compliance.

Sd/-  
Under Secretary Finance (FR)  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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**No. 5/21/98-2PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Commissioners of Divisions,  
All Deputy Commissioners  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 6th April, 1998**

**Subject :** Clarification regarding continuation of policy of stagnation increment as notified through this department's letter dated 14.05.1991 in cases of the employees who either elect or brought over to be governed by Haryana Civil Services (Revised Pay) Rules, 1998 and Haryana Civil Services (Assured Career Progression) Rules, 1998.

Sir,

Clarification has been asked as to whether the policy of stagnation increments as notified by the Government from time to time shall be applicable with reference to the Government servants who either elect or brought over by these rules or not.

The matter has been carefully considered and it is clarified that the Revised Pay Rules only deals with the matters as has been prescribed under these rules.

Whereas the Revised Pay Rules for the matter of fixation of salary only prescribes how an employee should be brought over to the revised pay scales and not about rest of the policies which are not exclusively covered under these rules and since no specific provision either for amending or for withdrawing the earlier policy of stagnation increment has been prescribed under these rules, the earlier schemes will continue as they were. However, at the time of fixation of pay in the revised pay scale, the same should be done strictly in accordance with the provision under these rules and the grant of subsequent increments should also be regulated by the provisions under these rules which says that in case personal pay are granted they are to be adjusted against future increments.

Yours faithfully,

Sd/-

(S.N. Roy)

Joint Secretary, Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 10/14/91-2PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala, Hisar, Rohtak, Gurgaon Divisions,  
Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.  
The Registrar, Maharishi Dayanand University, Rohtak,  
Kurukshetra University, Kurukshetra,  
Haryana Agriculture University, Hisar.

**Dated, Chandigarh, the 26th June, 1992****Subject : Open ended pay scale for the Private Secretaries of Haryana Civil Secretariat.**

Sir,

I am directed to invite your attention on the subject noted above and to say that after careful consideration the Government have decided to extend the benefit of 'open ended pay scale' for the Private Secretaries of Haryana Civil Secretariat. As such, the Private Secretaries, who reach the maximum of their pay scale, will continue to draw the same rate of increment annually as last drawn increment till they superannuate or are given any other pay scale as per rules, in place of biennial increment as per the existing instruction contained in Haryana Government letter No. 1/9/1PR(FD)-87, dated 29.4.1987 read with letter No. 1/8/3PR(FD)-88, dated 7.3.1988.

2. These instructions shall take effect from the date of issue of this letter.

Yours faithfully,

Sd/-

(J.K. GUPTA)

Joint Secretary Finance,

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 9/16/94-1PR(FD), Dated 09.04.2001.***

**No. 1/11/87-2PR(FD)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrars, Punjab and Haryana High Court, Chandigarh.  
The Registrars, Maharishi Dayanand University, Rohtak,  
Kurukshetra University, Kurukshetra,  
Agricultural University, Hisar.

**Dated, Chandigarh, the 20th March, 1992**

**Subject :** **Revision of rates of NPA, grant of incentives for higher qualifications and revision of pay scales of one category of HCMS.**

Sir,

I am directed to invite your attention to the subject cited above. The Government has taken following decisions for HCMS:-

**1. Revision In rates of NPA**

It has been decided to revise the rates of Non-Practising Allowance as follows:-

(a)	For basic pay up to Rs. 3000/-	Rs. 600/- P.M.
(b)	For basic pay above Rs. 3000/- and upto Rs. 3700/-	Rs. 800/- P.M.
(c)	For basic pay above Rs. 3700/-	Rs. 900/- P.M.

**Note :**

- (i) The above revised rates of Non-Practising Allowance would also be admissible to doctors of Medical College and Hospital Rohtak and the cadre of Dental Surgeons in the State Govt. and Medical College & Hospital Rohtak.
- (ii) It has also been decided that NPA would be treated as part of pay for all purposes including the purpose for calculation of Dearness Allowance.

**2. Incentives for Higher Qualifications :**

It has been decided to grant advance increments at the time of joining of

service as per the details given below:-

	<b>Qualifications</b>	<b>Number of increments</b>
(a)	One year House job after MBBS.	One
(b)	One year Post-Graduate Diploma followed by one year House job.	Two
(c)	Post-Graduate Degree after one year House job.	Four

### 3. Revision of Pay Scales :

The pay scale of the Directors (erstwhile Joint Directors) has been revised as follows :

<b>Post</b>	<b>Existing Scale</b>	<b>Revised Scale</b>
Directors (formerly Jt. Directors)	Rs. 3700-5000	Rs. 4100-5300

It has also been decided to grant a special pay of Rs. 300/- p.m. to the Directors in addition to the revised pay scale.

4. The above decisions would take effect from 1.1.1992.

Yours faithfully,

Sd/-

(Y. S. MALIK)

Joint Secretary Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified partly vide  
No. 2/12/99-2PR(FD), Dt. 09.08.2002.***

**FINANCE DEPARTMENT  
GOVERNMENT OF HARYANA**

**No. 6/144/4PR(FD)-87**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrars, Punjab & Haryana High Court, Chandigarh.  
The Registrars, Maharishi Dayanand University, Rohtak,  
Kurukshetra University, Kurukshetra,  
Haryana Agriculture University, Hisar.

**Dated, Chandigarh, the 27th January, 1992**

**Subject : Revision of Pay Scales of Junior Engineers.**

Sir,

I am directed to invite your attention to the subject noted above it has been decided to further revise the pay scale of Junior Engineers working in all the Government departments w.e.f. 1.1.92, as under :-

	<b>Existing pay scale</b>	<b>Revised pay scale</b>
(i)	Rs. 1400-2300	Rs. 1640-2900
(ii)	Rs. 1640-2900 (Available to 50% of the cadre as promotional grade)	Rs. 2000-3200 (For those JEs who complete fifteen years regular and satisfactory service and have not been promoted to the next higher post).

2. It has been decided to grant two advance increments to a J.E. who acquires AMIE or an equivalent degree subject to the condition that he has completed a minimum of 5 years regular and satisfactory service.

3. The pay of the employees may please be fixed under normal Civil Services Rules.

Sd/-  
(Y. S. MALIK)  
Joint Secretary, Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/46/4PR(FD)-87**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala and Hisar Divisions,  
All Deputy Commissioners and All S.D.Os (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd May, 1989**

**Subject :** Clarification - Haryana Government Notification No. GSR. 39/Const./ Art. 309/87 dated 29.4.1987 - Date of next increment in case of fixation of pay at the minimum.

Sir,

I am directed to invite a reference to the subject noted above and to inform you that it has been decided to withdraw the instructions issued vide Haryana Government Finance Department letter No. 1/46/4PR(FD)-87 dated 3<sup>rd</sup> October, 1988. This may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/46/4PR(FD)-87

Dated, Chandigarh, the 2<sup>nd</sup> May, 1989

A copy is forwarded to the Accountant General, Haryana, (i) A&E, (ii) Audit, Chandigarh, for information and necessary action.

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to All Financial Commissioners and all the Administrative Secretaries in Haryana, for information.

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. All Financial Commissioners in Haryana.
2. All the Administrative Secretaries in Haryana.

U.O. No. 1/46/4PR(FD)-87

Dated, Chandigarh, the 2<sup>nd</sup> May, 1989

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***These instructions have been withdrawn vide  
No. 1/46/4PR(FD)-87, Dt. 02.05.89.***

**No. 1/46/4PR(FD)-87**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 3rd October, 1988**

**Subject :** Clarification - Haryana Govt. Finance Department Notification No. GSR 39/Const/Art. 309/87 dated 29.4.1987 - Date of next increment in case of fixation at the minimum.

Sir,

I am directed to invite a reference to the proviso (a) of rule 7.1(A) of the Haryana Civil Service (Revised Pay Rules) 1987 according to which if the minimum of the revised scale is more than the amount worked out in accordance with rule 7.1(A) (i) & (ii) ibid the pay shall be fixed at the minimum of the revised scale. A clarification has been sought by some department as to when the Government employee will be eligible to draw the next increment after such initial pay fixation at the minimum of the scale. The matter has been carefully considered. It is hereby clarified that the next increment in such cases should be allowed in the revised scale only after completion of full incremental period of 12 months at that stage from the date of fixation of initial pay in the revised scale subject to the provision contained in rule 4.9 of the Punjab Civil Service Rules Vol.-I Part I.

2. These instructions may please be brought to the notice of all concerned and if in any case next increment has been granted contrary to these instructions the case may be re-opened and increment granted in accordance with these instructions.

3. For Engineer-in-Chief P.W.D. (Public Health) :- This disposes of clarification sought by you at serial no. 4 of your letter No. 901-PH/CB-II dated 15-4-1988.

Yours faithfully,

Sd/-

(S.K. Saxena)

Joint Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**Subject : Revision of Pay Scales of Haryana Government employees. Five Stagnation increments**

**(Copy of F.D. Hr. No. 1/8/3PR(FD)-88 dt. 7th March, 1988)**

I am directed to invite a reference to Haryana Govt. Finance Department letter No. 1/9/1PR(FD)-87 dated 29.4.1987, on the subject noted above and to say that it has come to the notice of the Government that in some cases, after pay fixation in the revised pay scales, the employees had already reached the maximum of the scale or are likely to reach it in a couple of years. It is felt that though there is a provision for grant of three financial stagnation increments, in accordance with the letter under reference, these have not been considered enough, the matter has, therefore, been considered at length and after careful consideration, it has been decided that in modification of the provision contained in the letter under reference the number of financial stagnation increments will be increased from **three to five**.

It has also further been decided that the condition that the pay and special pay in the revised scale should not exceed the maximum of the scale imposed vide letter under reference may be treated as removed. This will not be applicable in the case of All India service Officers serving in connection with the affairs of Haryana State.

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**No. 1/212/4PR(FD)-82**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 29th December, 1982****Subject : Crossing of jump under the revised scales of pay.**

Sir,

I am directed to invite a reference to sub para (v) of Haryana Government circular letter No. 1/10/FD(80)-PR, dated 28th/31st March, 1980, wherein it was clarified that the eligibility criteria for crossing the jump would be the same as for actual promotion to a higher grade. Accordingly only those employees who were assessed as fit for promotion, in their turn, were allowed to cross the jump.

2. It was brought to the notice of the Govt. that some employees who did not fulfill the above requirements and were not found fit to cross the jump on the first or subsequent reviews were deprived of even their normal increments which they would have drawn but for the stage of jump, resulting in financial hardship, particularly to those who stood on the margin of "Average" or "Better than Average" service record. The matter has been reviewed and on reconsideration it has been decided that while allowing jump to an employee under the revised scales of pay, the scrutiny of annual confidential reports as required under the existing procedure, may be dispensed with and the jump be allowed in the normal course. The above change in the existing procedure may be given effect from 1.4.1979 and the cases of employees who have already been held up at the stage of jump, may be reviewed accordingly.

3. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

(R.S. KILAY)

Joint Secretary Finance (R)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 12/86/4PR(FD)-80**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Head of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 14th January, 1981****Subject : Revision of pay scales.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/10/FD(PR)-80, dated 28/31<sup>st</sup> March, 1980 on the above subject where it was laid down that the eligibility criteria for crossing the jump would be the same for actual promotion to the higher grade. A doubt has been raised as to who should be the competent authority for crossing the jump where the jump is to be crossed in a Class-III post on promotion entitles the employee to a Class-II post. The matter has been considered and it is clarified that the appointing authority would be competent to allow the crossing of jump in such cases.

Yours faithfully,

Sd/-

(L.M. Goyal)

Joint Secretary Finance (B),  
for Secretary to Government, Haryana,  
Finance Department.

No. 12/86/ 4PR(FD) 80

Dated, Chandigarh, the 14<sup>th</sup> January, 1981.

A copy is forwarded to the Accountant General Haryana Chandigarh for information with reference F.D. No. 1/10/FD(PR)-80, dated the 28 / 31<sup>st</sup> March, 1980.

Sd/-

(L.M. Goyal)

Joint Secretary Finance (B),  
for Secretary to Government, Haryana,  
Finance Department.

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**No. 3/2/1PR(FD)-80**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 7th August, 1980****Subject : Grant of two advance increments to Graduate Clerks/Steno typists/Junior Scale Stenographers in the revised scales of pay.**

Sir,

I am directed to say that in the pre-revised scales of pay, the Graduate Clerks/Steno typists/Junior scale Stenographers were allowed two advance increments. Doubt has been raised by some departments, whether the benefit of two advance increments was still admissible to those employees under the revised scales of pay. It is clarified that the benefit of two advance increments is not admissible in the revised scales of pay to those employees. However, in case of employees who were appointed, as such, during the period 1-4-1979 to 28-2-1980 and also in the case of those who acquired these qualifications during the above period, this benefit will be taken into account while fixing their pay in the revised scales of pay.

2. Receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-  
(L.M. GOYAL),  
Joint Secretary Finance (B),  
Secretary to Government, Haryana,  
Finance Department.

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***These instructions have also been inserted in Rules but now modified w.e.f. 01.01.2006 vide HCS Revised Pay Rules, 2008.***

**No. 1217-2FR-I-76/13929**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments.  
The Commissioners of Ambala/Hisar Divisions.  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 21st April, 1976**

**Subject :** Grant of increments to Haryana Government employees from the 1st day of the month in which they fall due instead of from the actual date of their accrual.

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 7057-7FR-75/40203, dated the 29<sup>th</sup> November, 1975, on the subject noted above and to say that doubts have been raised by some quarters about the application of these orders in those cases where increment(s) next above the efficiency bar is/are to be granted within one year from the 1<sup>st</sup> November, 1975. This matter has been considered by the Government and the correct position in this respect is clarified as under:-

According to rule 4.8 of the Punjab Civil Services Rules Volume-I, Part-I, as are applicable to the Haryana Government employees, where an efficiency bar is prescribed in a time scale, the increment next above the bar is given to a Government employee only with specific sanction of the competent authority. Thus once the competent authority has determined to allow any particular employee to cross the efficiency bar in a normal course without any postponement, there should be no objection to the grant of the increment next above the bar from the 1<sup>st</sup> of the month in which it falls due instead of from the actual date of which it accrues, under the instructions referred to above where, however, a Government servant is allowed to cross an efficiency bar which had previously been enforced against him, increment(s) above the bar will be regulated in accordance with the order passed by the competent authority as contemplated in note 1 below rule 4.8 *ibid*.

Sd/-

(PIUS PANDARWANI)

Deputy Secretary, Finance (Regulations),  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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Copy of Haryana Govt. Finance Department letter **No. 2179-1FR-74/20589** dated, the **11th June, 1974.**

**Subject :** **Grant of annual increment to purely temporary Government Employees appointed locally against vacant posts.**

Sir,

I am directed to refer to composite Punjab Government letter No. 5927(1)-FR-II/5302, dated 30<sup>th</sup> June, 1964 in the subject noted above and to state that some departments have from time to time been seeking clarified from Government regarding fixation of pay and grant of increments to adhoc employees. To make the position clear I am to state that adhoc employees recruited through Employment Exchange are to be treated as purely temporary employees and governed by the rules contained in Punjab Civil Services Rules, Vol. I, Part I. Under rules 4.9 of Pb. C.S.R., Vol. I, Part I, all duty in a post in a time scale counts for increments on that time scale. Contrary to this provision, some departments have not been allowing annual increments to such adhoc employees where the period of employment with the previous approval of the Public Service Commission/Subordinate Services Selection Board exceeds one year. This practice is contrary to the Rules. It is clarified that annual increment should be given to adhoc employees under the circumstances mentioned above subject to the terms and conditions of their appointments.

2. On regular absorption of such employees in a Government department, the pay is to be fixed in accordance with the provision of rules in the Punjab Civil Services rules, Vol. I, Part I has already been clarified in the letter under reference. In case where an adhoc employees has resigned his post to take up regular appointment in some other departments under the Haryana Government and the application was submitted through proper channel, such resignation would not entail forfeiture of past service within the meaning of Rule 4.4(b) of the Punjab C.S.R Vol. I, Part I and benefit of past service will be allowed for the purpose of fixation of pay and increments subject to the rules contained in chapter IV of the C.S.R Vol. I, Part-I this benefit will also be admissible to those adhoc employees who submitted their application direct for employment while they were not in Government Service.

3. This concession will not be admissible in cases where an employee appointed locally on adhoc basis is appointed in another department under the State Government on adhoc basis and his appointment on adhoc basis had not been regularized in either of departments by the Public Service Commissioner/Subordinate Services Selection Board as in such cases the appointment of a person is just as make shift arrangement.

4. The benefit under these instruction will not be admissible in the revised scales of pay in the case of employees appointed in old scale on adhoc basis before 1.2.69 and were not holding any post under the State Government on 1.2.69.

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Copy of letter **No. 8876-PR/10510 dated 20th April, 1970** from the Commissioner for Planning and Secretary to the Govt. Haryana, Finance Department to all Heads of Departments.

**Subject : Advance increment admissible to Graduates clerks in the revised scales of pay.**

As the schedule appended to the Haryana Civil Service and Posts (Revised Scales of Pay) Rules, 1969 a provision has been made to grant of two advance increments to the Graduate Clerks/Steno Typist etc. in the revised scales of pay. Govt. have been receiving references from various departments seeking clarifications to clerks under different circumstances. The following clarification is issued for guidance:-

- (i) Clerks/Steno typist and Junior Scale Stenographer already in service on 01.02.69 and who are graduates on that date will be entitled to the benefit of two advance increments, after their pay has been fixed in the revised pay scales in accordance with rule 6 of the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969 whether they hold these posts in substantive or officiating capacity.
- (ii) Graduates, who joined service as Clerks, Steno typists, Junior Scales Stenographer after 1.2.69 will be entitled to pay of the relevant post plus the benefit of two advance increments which will form part of the pay scale, from the date of their joining the post.
- (iii) Clerks/Steno typists/Junior Scale Stenographers already in service but who passed the Degree examination any date subsequent to 1.2.69 will be entitled to benefit of the advance increments from the date of the Gazette Notification of the result of passing the degree examination by the University concerned.
- (iv) The benefits of two advance increments will also be admissible to the Graduates employees appointed on adhoc basis, their fixation of pay depending on the date on which they held posts of the Clerks/Steno typist/Junior Scale Stenographers, as the case may be
- (v) Any person appointed to a post carrying pay scale of Clerk and special pay in lieu of higher time scale in addition, such as Sub Divisional Clerk will also be entitled to benefit of two advance increments for being graduates in the manner indicated in sub paras (i) & (ii) and (iii) above.

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***These instructions have been Revised vide  
No. 2179-1FR-74/20589, Dt. 11.06.1974.***

Copy of letter **No. 5927(1)-FR11-64/5302, dated the 30th June, 1964** from the Secretary to Government, Punjab, Finance Department, Chandigarh to all Heads of Departments in the State and others.

**Subject :** **Grant of annual Increments to purely temporary Government employees appointed locally against vacant posts.**

I am directed to invite to a reference to rule No. 4.9 of the Punjab Civil Service Rules, Vol. I Part I which inter-alia lays down that all duty in a post on a time scale counts for increments in that time scale. It has, however, come to the notice of Government that a large number of periodical increment certificates received in A.G.'s office for pre-audit from various Departmental authorities reflect that temporary Government employees appointed locally against vacant posts has been allowed minimum of the pay irrespective of the length of service put in by them and they had not been allowed annual increments under rule 4.9 ibid till their appointments on regular basis through Subordinate Services Selection Board. This practice, besides being irregular and unauthorized also entails hardship to the officials concerned and all-round unnecessary work in the subordinate office of the State Government. I am accordingly to request you to put an end to this irregular and unauthorized practice and allow annual increments as admissible under rule 4.9 of the Punjab Civil Service Rules, Volume I, Part I.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**ORDER**

*(of the Government under rule 27 and 28 of the Haryana Civil Services (Assured Career Progression) Rules, 2008)*

**No. 1/83/2008-2PR(FD)**

**Dated: 7th July, 2009**

**Subject :** Interpretation of rules: 12 of the Haryana Civil Services (Assured Career Progression) Rules, 2008 (the ACP Rules) and conditions governing the admissibility of the benefit under rule: 12.

Citing inconsistency between the provisions of the rule: 12 and Explanation below rule: 7 of the Rules, references/queries were made making it necessary to interpret the rule: 12 (under rule: 27) and clearly articulate the conditions to be followed while implementing rule: 12 (under rule: 28) of the ACP Rules, thus this order.

**IMPORTANT AND RELEVANT PROVISIONS OF RULES**

2. (i) Rule: 27 of the ACP Rules provides as reproduced below:  
**Interpretation.—**  
If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government for decision.
- (ii) Rule: 28 of the ACP Rules provides as reproduced below:  
**Residuary provisions.—**  
In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government will prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government under this rule shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such additional conditions and such additional conditions shall be deemed to be the part of these rules.
- (iii) Rule: 3(h) of the ACP Rules provides as reproduced below:  
"Government" means the Government of Haryana in the Finance Department save as otherwise provided by or under these rules.
- (iv) Rule: 3(k) of the ACP Rules provides as reproduced below:  
**"Memorandum explanatory"** means the memorandum explanatory appended to these rules, briefly explaining the nature, philosophy, justification, objectives, applicability etc of these rules.
- (v) Rule: 12 of the ACP Rules provides as reproduced below:  
**'12. Admissibility of stepping up in certain cases.-**  
If the service rules provides for or circumstances warrant filling up of a post through direct recruitment as well as through promotion, benefit of stepping up of

pay band and grade pay shall be admissible to the directly recruited senior Government servant if the junior promoted Government servant junior to him is drawing salary in higher pay band and grade pay on the basis of the benefit of ACP upgradation. However, the benefit of stepping up shall not be admissible to a promotee if he has already got three financial upgradations as provided under these rules in his service career.'

- (vi) Explanation below rule: 7 (Eligibility for Grant of ACP grade Pay under the general ACP scheme) of the ACP Rules provides as reproduced below:

**'Explanation,** The ACP pay structure upgradation in the form of first ACP grade pay will come into play only if a Government servant has not got the benefit of at least one grade pay upgradation within the prescribed period of first 10 years. Similarly, the second and third ACP grade pays will come into play only if a Government servant does not get two upgradations after twenty years of service and three upgradations after thirty years of service. If within 10 years of service, the Government servant has already got at least one financial upgradation or within 20 years of service, the "Government servant has already got atleast two financial upgradations, or within 30 years of service, the Government servant has already got at least three financial upgradations, benefit of these rules will not be extended to such employees save if otherwise provided in these rules.'

- (vii) Under the rule: 1(3) of the ACP Rules, the objective of the ACP Rules have been defined as given below:

(3) The objective of these rules is to provide two categories of assured career progression schemes for the Government servants of Haryana, the first category of scheme is cadre-specific Assured Career Progression Schemes for some cadres/posts prescribing time scales. The second category of scheme is primarily to remove stagnation in service, in the form of a general assured career progression scheme. The second category scheme seeks to ensure that all Government servants, whose cadres are not covered by any cadre-specific assured career progression scheme, get at least three financial upgradations, including financial upgradation, availed by such Government servants as a consequence of functional promotion during his, entire career. It also seeks to ensure that no Government servant stagnates without any financial upgradation for more than ten years unless he has already availed three financial upgradations in his career.'

- (viii) In the 'Memorandum Explanatory' appended to the ACP Rules, the subtitle 'Rule 1' explains the justification and the objective of the ACP Rules in the following terms:

'The objective of this rule is to provide two kinds of Assured Career Progression Scheme namely:-

- (1) Cadre Specific Assured Career Progression Scheme for certain categories of employees/cadres.
- (2) General Assured Career Progression Scheme for all other group A, B, C and D employees of Haryana Government who are not covered under scheme (1).

- (3) The object is that in case of stagnation i.e. in the absence of promotion for a certain years of service, the employee will move to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> ACP structure of pay though he shall continue to discharge the same responsibility. Functionally, therefore, this movement shall not amount to a promotion and the objective of this scheme is to offset the financial stagnation as a consequence of non-availability or non requirement of functional promotion, posts. These rules have been framed so that this facility is available to all the employees equally under equal circumstances. The classification, therefore, is based on the principle that one requires reasonable financial upgradations at different stages of his career if the requirements do not allow him an opportunity of functional promotion and consequential financial upgradation due to non availability of functional promotional avenues.

The problem of stagnation was widely recognized throughout the country in Government employments. It was felt that to keep the level of motivation of the employees at a satisfactory level it is required that this general problem of lack of promotional avenues and thereby lack of financial advantages should be addressed to adequately.

The entire scheme of Assured Career Progression is about granting a person pay upgradation, when functional considerations do not permit him to rise in the hierarchy. He continues to perform the same job as before but moves into the prescribed higher pay band and grade pay, subject to his eligibility. The idea here is the basic one that reasonable financial upgradation at different stages of his career, can be provided in the absence of opportunity of functional promotion. The efforts of these rules are to relieve stagnation without unduly upsetting the hierarchy. Thus, the State Government employee of group A, B, C and D shall be covered under this scheme in following manner:-

- (i) The scheme will provide opportunities of financial upgradation to employees on completion of 10, 20 and 30 years of services, if they have not got promotion during previous 10 years of service. For this purpose, every employee's service record may be reviewed on completion of 10, 20 and 30 years. If on these landmarks of career, it is found that they have not been promoted in the last 10 years, then they may be given financial upgradation in the form of conferring the next available grade pay. The admissible grade pay is to be "followed as per Table-13 of this report.
- (ii) When an employee gets promoted, for the purpose of admissibility of ACP subsequent to the promotion, his service in the promoted cadre/post will be taken into consideration to determine if he has stagnated at that stage. For example, if a peon gets promoted as clerk, his case will be reviewed after 10, 20 and 30 years as clerk and ACP will be given with reference to the pay scale of clerk.
- (iii) As per General ACP Scheme, an employee can get a maximum of three ACPs in his career. This means, if the employee has got ACP upgradation in the post in which he was initially recruited, then in the promotional post, the number of ACPs will be reduced after adjusting the number of ACPs he got in the post of his initial recruitment. However, direct recruitment to a higher post will not debar for the entitlement of

ACP Scheme. An employee initially appointed to a lower post and subsequently appointed to a higher post through direct recruitment or limited competition of existing employee will also be entitled to full range of ACP.

The ACP scheme through these rules provides for the following:

- (i) every employees recruited in a particular grade pay shall be allowed to move to his respective and specific higher grade pay on completion of specified period of residency in the lower pay band and grade pay, with reference to the pay band and grade pay or post in a pay band and grade pay, to which he was recruited as a direct recruited fresh entrant
- (ii) on placement in next higher grade pay, the incumbent shall continue to perform duties of his original posts and will continue to hold the old designation till such time as he is actually promoted to the higher grade pay on the occurrence of a vacancy.
- (iii) placement in higher grade pay, will entail only the financial benefits.
- (iv) the number of financial upgradations to be given shall be counted from the grade where an employee was inducted on direct recruitment basis. The number of financial upgradations shall be strictly adhered to and there shall be no additional financial upgradation for a senior employee on the ground that a junior employee in the pay band and grade pay got higher pay band and grade pay under this scheme, if both the senior and junior are not subject to identical circumstances:

The present scheme provides for following distinguishing features:-

- (i) the classification is based on the differentiation distinguishing the direct recruits in a lower pay band and grade pay and the direct recruits in a lower pay band and grade pay and the direct recruits in a higher pay band and grade pay. Further it differentiates Government servants based on the length of service. For example a suitably eligible employee in a lower pay band and grade pay may be granted the higher pay band and grade pay after completing 10, 20 and 30 years of service while he still continues functionally holding the same post on which he was recruited. He may, therefore, actually be placed in a higher grade pay after completion of 20 or 30 years of service, as the case may be, in the lower post than the pay band and grade pay prescribed for the next promotional post in the hierarchy. But he constitutes a different class and category of employees recruited directly against such higher post, which is the next promotional post for the post on which an employee has been granted the benefit of ACP pay structure under these rules, based on a different principle.

- (ii) the objective sought is to compensate financially an employee who is stagnating without any promotion in a lower post in cases for example for 10, 20 and 30 years. There is no functional requirement for creating posts in the higher hierarchy for all such employees. Therefore, they are being allowed a higher grade pay in compensation. The classification explained in (i) above meets this objective and, therefore, is having a rational relation to the object sought to be achieved by these rules.'

### RELEVANT CONSIDERATIONS

3. Rule, 1(3) of the ACP Rules is not in the nature of preamble, it is a part of the Rules itself spelling out the very objective of the ACP Rules. Thus wherever there could be several alternative interpretations that can be argued, the one which furthers the cause of the objective the most is required to be adopted in preference to the one which defeats the objective itself. Further, rule: 6 to rule: 8 lays down the conditions of eligibility to the ACP schemes put in place by the ACP Rules. Before the benefit, general or specific, promised by the ACP Rules are admitted in terms of the provisions of the ACP Rules, the recipient has to be 'appropriately eligible to it in terms of rule: 6 to rule: 8'.

4. Appreciating the rationale behind the ACP schemes, it was devised to address and offset the financial hardship consequent to 'non requirement/availability of posts in the promotional hierarchy' promising financial up gradation on substantial promotion. The schemes promised at least two financial up gradations (now three in terms of the ACP Rules) over a continuing and corresponding minimum length of service (of 10 and 20 years for instance in terms of the 1998 ACP Rules). This minimum length of service and the corresponding 'minimum financial up gradation' was to be reckoned from the date and scale of pay in which the individual eligible beneficiary entered into (directly recruited as a fresh entrant) the Government service. These schemes were 'in lieu of non availability of adequate avenues of promotions and consequential financial up gradations' and not 'in addition to whatever avenues of promotions and consequential financial up gradations available and: availed' under the normal circumstances. So wherever the normal channel of promotional avenues are good enough to offer the requisite upgradations within the minimum prescribed time frame, this exceptional scheme had to keep quite, to be sprung into force only when the normal channel was not good enough to that end. That is why the benchmark scale was the 'functional scale of pay attached to the post against which the Government servant was recruited as a "direct recruited fresh entrant'. The rationale was that every employee must get at the least two financial up gradation counted from where he entered into service. The idea was not to give him 'an additional up gradation whenever he exceeds a predetermined minimum length of service in a scale of pay'. For instance, if the eligibility in terms of minimum time frame for getting afforded the said two financial up gradations are 10 and 20 years under some ACP scheme, wherever an employee gets two up gradations under the normal channel of service conditions (promotions, etc.) say within 5 years itself (less than 10 or 20 years) and thereafter continues at the same place in terms of scale of pay for a further 25 years even, he has no cause to feel aggrieved as what the ACP scheme envisaged to promise him after 10 and 20 years stood realised by him too soon (within 5 years in this example) and, further, the objective sought to be achieved was to afford him at least one and two up gradations at the turn of 10 and 20 years of service, something that stands achieved after 5 years alone.

5. The differentiating principles based on the rationale of the scheme would thus be to see:

As to whether at the turn of the respective minimum length of service (10 and 20 years for instance) counted from the date on which the individual beneficiary employee was recruited into Government service as a direct recruited fresh

entrant, did he get the requisite number of financial up gradation promised by the scheme with reference to the scale of pay in which he was inducted as fresh entrant by way of direct recruitee?

In all such cases where he got it under normal circumstances without applying the ACP scheme, he would not be eligible to the benefits offered by the scheme.

6. The differentiating principle here is that 'such of the employees (belonging to Group C and Group D categories in terms of the 1998 ACP Rules and generally in terms of the ACP Rules) across the employment in Government and across all relevant scales of pay who have not got the requisite number of financial up gradations (with reference to the scale of pay in which they were recruited as 'a direct recruited fresh entrant in a regular fashion') within the respective minimum length of service as prescribed in the relevant ACP scheme constitute a class in themselves' and the 'objective sought to be achieved through the relevant ACP scheme happens to be to set right the hardship faced by this class of employees by affording financial up gradation faced by them due to stagnation'. The guiding principle and objectives sought to be achieved in the ACP schemes are, therefore, entirely different than the 'doctrine of higher pay for shouldering higher responsibility'. A large number of perceived disparity based on the erroneous presumption that the ACP schemes have to be consistent also with the 'doctrine of higher pay for shouldering higher responsibility (promising higher pay to a senior in the hierarchy justifying stepping up of pay)' would thus be untenable.

#### **RATIONALE FOR RULE 12 (the ACP Rules)**

7. The ACP Rules are the successor to the 'Haryana Civil Services (Assured Career Progression) Rules, 1998 (the 1998 ACP Rules) and provide for both, the revised structure of Pay admissibility and the mechanism of switching over (or to be brought over) to the new structure. The general ACP scheme put in place by the 1998 ACP Rules were applicable only on the Group: 'C' and Group: 'D' employees (up to the entry scale of 6500-9900 to be more precise), whereas the ACP Rules were extended to Group: 'A' and Group: 'B' employees as well. A problem was faced in cases of "stagnating direct recruits in Group: employees" where the service rules provides for the posts in Group: 'B' to be filled by way of both 'direct recruitment' as also 'promotion'. Instances were pointed out when there remained a definite possibility when a promoted officer would, as a consequence of stagnating over 10 and 20 years in a Group: 'C' category and thus earning higher scales of ACP upgradation, carry his ACP pay to the Group: 'B' post that could be higher than the initial direct recruitment scales of pay for the Group: 'B' post. But a direct recruited officer senior to him in Group: 'B' hierarchy, though even he stagnated in the Group 'B' category for more than the respective 10 or 20 years, would not be entitled to the benefit of ACP upgradations despite the fact that he too stagnated equitably simply because the 1998 ACP Rules were not open to him. As a consequence, though the directly recruited officer in Group: 'B' also stagnated for 10 or 20 years and thus was similarly placed, yet a promoted officer (from Group: 'C') junior to him enjoyed a higher pay\* at the strength of ACP upgradation earned by him at lower post where ACP upgradation in terms of the 1998 ACP Rules were admissible.

8. With the extension of scheme to all scales in terms of the ACP Rules, therefore, it became necessary to set right the disparity in cases of all 'stagnating direct recruits' who, though now were similarly placed as they also stagnated for the corresponding length of service

\* A large number of posts in the category of 'Group: B' in the pre-revised scales of pay were placed in the scales of '6500-9900' and '6500-10500'. For the pre-revised scales of pay in 'Group: C' namely 5500-9000 and 6500-9900, the higher scale of pay '6500-10500' was available as the 2<sup>nd</sup> and 1<sup>st</sup> ACP respectively.

and the ACP Rules were now equally applicable on them as well, were drawing less salary than their juniors (drawing a higher pay as a consequence of ACP upgradation enjoyed by the junior at a lower post and not available to his direct recruited senior). Therefore, the rule 12 is targeted to 'remove the anomaly' in such like cases that has no rationale to be sustained once all the scales of pay were included in the folds of the ACP Rules.

9. The twin Rules of 1998 i.e. the Haryana Civil Services (Revised Pay) Rules, 1998 (the 1998 Pay Rules) and the Haryana Civil Services (Revised Pay) Rules, 1998 (the 1998 ACP Rules) were complementary to each other and Every Government servant was covered under either Haryana Civil Services (Revised Pay) Rules, 1998 or Haryana Civil Services (Assured Career Progression) Rules, 1998 and no Government servant was covered under both the rules simultaneously at any point of time (memorandum to the notification No. 1/1/98-1PR(FD) Chandigarh, January 13, 1998 may be referred to). Generally, on direct recruitment every officer was first brought into the 1998 Pay Rules and once he became eligible for the same, he was brought over to the 1998 ACP Rules for grant of ACP upgradation admissible to him. However, barring such of the categories which were specifically covered under the 1998 ACP Rules, the officers who were recruited directly in scales of pay of 5500-10500 and above were never eligible to the benefits of the 1998 ACP Rules and thus continued for ever in the 1998 Pay Rules. But now, such direct recruits were also made eligible to the ACP Rules and there was a requirement to bring over the similarly placed direct recruits, who were hitherto not covered in the ACP schemes (recruited in the scales of pay above 6500-10500) to the ACP scheme equitably. Earlier, being governed under different set of Rules the direct recruits and promotees in scales of pay above 6500-10500 were never similarly placed but now they had to be. To overcome this aspect of the problem, rule: 12 was inserted in the ACP Rules to be applicable on Direct Recruits once they become eligible to be governed under the ACP Rules.

10. Rule: 12 of the ACP Rules, therefore, is to be applied only in cases of such stagnating senior directly recruited employees to the same post, who, even after fulfilling the relevant eligibility criteria in terms of rule: 6 to 8, finds that a corresponding junior promoted officer is likely to draw salary in higher pay band and grade pay on the basis of ACP upgradation availed by him in lower posts. The touch stone here is that the senior must fulfill the eligibility for admissibility of the benefits under the ACP Rules, i.e. must have stagnated for 10 or 20 or 30 years without the corresponding number of financial upgradation (due to any reason including non admissibility of the benefits under the 1998 ACP Rules) and the junior must be seen to be drawing salary in higher pay band and grade pay on the basis of corresponding ACP upgradation (for 10 or 20 or 30 years respectively may or may not while working at a lower post where ACP upgradation were admissible in terms of the 1998 ACP Rules) availed by him. Such a provision was essential to set right the anomaly that would otherwise visit the senior direct recruit despite the fact that with the ACP Rules in place, they both are 'similarly placed' and the senior happens to be senior in hierarchy as well.

### **INTERPRETATION AND HOW TO APPLY**

11. Before taking any further steps under the ACP Rules, it must first be ascertained as to whether the ACP Rules are applicable on the recipient officer or not? For determining the same, the eligibility as prescribed under the rule: 6 or, as the case may be, rule: 7 and rule: 8 of the ACP Rules must be satisfied. In case the officer satisfies the condition in rule: 7, it must be seen as to in which sub rule of rule: 7 the case of the officer falls.

12. Next to it, it needs to be seen as to whether there is a similarly situated promotee junior to him drawing his pay in 'a higher pay band and grade pay' or not? For this the comparison shall be based on equality in circumstances as explained below:

- (i) The senior direct recruit has to stagnate for 10 years at the least to be eligible for the benefit of the ACP Rules and thus to be brought over to the ACP Rules [rule



7(1) ]. Unless this criteria is met, the senior is not eligible to be governed by the ACP Rules and a cause for the application of rule: 12 does not germinate. Such direct recruit shall continue to be governed under the Haryana Civil Services (Revised Pay) Rules, 2008.

- (ii) Once found eligible to be governed under the ACP Rules, the comparison would proceed amongst equals i.e. the junior and senior both -should be in the similar circumstances qua eligibility (differently determined in terms of sub rule (1) to (4) of rule: 7). This would mean the, pay would be compared for the junior and senior falling in the corresponding bands of 'stagnating between 10 and 20 years, 20 and 30 years, and 30 years and above'. This means that if a junior, after having stagnated in a lower (or lower and current) scale of pay for 30 years, has earned the 3<sup>rd</sup> ACP upgradation [eligible in terms of rule 7(4) ], he can only be compared with a senior direct recruit eligible in terms of rule 7(4) and if his length of stagnating service is not good enough for 3<sup>rd</sup> ACP upgradation, he would be compared with the corresponding junior promotee who is similarly placed in terms of the sub-rules of Rule: 7 for admissibility of corresponding ACP upgradation in terms of eligibility as determined under rule: 7.
- (iii) While determining the entitlement of stepping up in terms of rule: 12, the 'similarly placed' junior promoted officer with whom comparison is permissible must be drawing his salary in both the higher pay band' and higher grade pay' and on the basis of ACP upgradation alone. All these three criteria must be fulfilled simultaneously.\*

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\* In all other situations of 'drawing pay in higher pay band and grade pay' the benefit of stepping up is not admissible. For instance, quoting from the Judgement of Honourable High Court of Punjab & Haryana dated 9.1.2009 delivered in C.W.P. No. 4563 of 2007 (Title: P.C. Manchanda and others Vs. State of Haryana and others) :

**Quote**

- (b) Parity of scales for senior and juniors admit of exceptions:

9. The application of ACP scales have always to be done with reference to terms of the scheme itself and it would be wrong to apply the principle that a senior would always be entitled to a higher pay merely because a junior had obtained to such a higher scale. There could be several instances when such a situation may not happen. Stepping up of pay on the only ground that a junior is drawing more pay will be untenable where a junior is enjoying special pay for some arduous work and earns a higher pay, as pointed out by the Hon'ble Supreme Court in Surinder Kumar V. Union of India (2005) 2 SCC 313; AIR 2005 SC 1103. The parity of pay shall only be in context of the constitutional principle of "Equal Pay for Equal Work" enacted through Article 39(d) of the Constitution of India. A similar situation may also result when an adhoc promotee draws a higher pay on earlier officiation on a higher post, when he may have earned increments. When the previous pay is taken into account (*pay protection*) of fixing his pay on promotion his senior cannot expect stepping up of pay. This situation was considered in the case of Union of India Vs. Rs. Swaminathan (1997) 7 SCC 690. Another situation that the courts have dealt with is that when a direct recruit was offered scales attached to the post, when the same post was earlier meant for adhoc appointees of lower scales on contract, such an adhoc appointee cannot ask for stepping up of his pay if under a scheme his service are sought to be regularised and his pay is fixed at the scale which he would have earned if his services have been regularised on that day. This situation was noted in State of Karnataka Vs. Sh. G. Hallapa reported in (2002) 4 SCC 662. The(re) may be another instance, when there are two streams of promotional avenues and when the promotional post is occupied from two different feeder cadres. the issue of stepping up may not arise. This situation was dealt with in a decision of the Hon'ble Supreme Court in the case of Union of India Vs. O.P. Saxena (1997) 6 SCC 360.

**Unquote**

There could be some other such situations as well.

- (iv) Once all the above criteria are satisfied, the 'pay band' and 'the grade pay' of the senior directly recruited officer should be stepped up subject to other conditions/restrictions in place in terms of the ACP Rules and otherwise.
- (v) In this rule (rule: 12) there is no stipulation of stepping up of 'pay in the pay band'. Therefore, if a junior is drawing his 'pay in the pay band' at a stage higher than the senior as a consequence of ACP upgradation, within the same pay band no stepping up is admissible to the senior direct recruits. Further, when the 'pay band' is stepped up, the pay of senior would be fixed in such a pay band in terms of rule: 22.

13. This interpretation is required to be taken in terms of this order for such of the aspects of the ACP Rules generally and the rule:12 in particular, that stands interpreted through it while implementing the ACP Rules. Wherever an action has been taken inconsistent with the interpretation given in term of this order, it must be set right forthwith while making it consistent to this order.

Ajit M. Sharan  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

end: A copy is forwarded to the following for information and necessary action at their

All the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana.  
Accountant General (A&E/Audit), Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Heads of Department, Haryana in Haryana.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.

Sd/-  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

#### INTERNAL CIRCULATIONS

All the Officers/Deputy Secretaries/Under Secretaries/Superintendent of F.D.  
In Charge, Computer Cell (F.D).

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**No. 6/84/2006-3PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Head of Departments in Haryana,  
All Division Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd June, 2008****Subject : Regarding Grant of benefit of stepping-up to senior employees at par with junior employees in case of ACP matters.**

Sir,

I am directed to draw your kind attention towards FD's letter No. 6/84/2006-3PR(F.D.) dated 13<sup>th</sup> April, 2007 vide which it was decided to implement the judgement of Hon'ble Apex Court in the case of all officials promoted from Group 'D' to 'C' who are similarly placed. It was clarified that relief to officials promoted from Group 'D' to 'C' was to be provided by grant of ACP Scale from the date it has been allowed to the junior employee in the same cadre/post. If after grant of ACP scale(s) the senior employee gets lesser pay than his junior in the same cadre/post, then his salary shall also be stepped-up at par with the junior employee.

2. Now on further receipt of judgement of Hon'ble Apex Court in favour of Sh. K.C. Bhardwaj, SLP No. 13940/2002, it has now been decided to implement the judgement of the Hon'ble Apex Court in the case of all the officials promoted from Group 'C' to 'C' and 'C' to 'B' by providing ACP Scales from the date, it has been allowed to the junior employee in the same cadre/post. If after the grant of ACP scale(s) to Junior, senior employee is getting lesser pay than his junior in the same cadre/post, then his salary shall be stepped-up at par with the junior employee.

3. Necessary amendment in the relevant existence Rules in the ACP Rules, 1998 as applicable to Haryana Govt. employees will be issued in due course. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been clarified again vide  
No. 6/84/2006-3PR(FD), dated 02.06.2008.***

**No. 6/84/2006-3PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Head of Departments in Haryana,  
All Division Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 13th April, 2007**

**Subject :** Regarding Grant of benefit of stepping-up to senior employees at par with junior employees in case of ACP matters.

Sir,

I am directed to draw your kind attention towards F.D.'s letter No. 6/84/2006-3PR(F.D.) dated 6th Feb. 2007 vide which it was decided to implement the judgment of Hon'ble Apex Court in the case of all officials promoted from Group 'D' to 'C' who are similarly placed. It is now clarified that relief to officials promoted from Group 'D' to 'C' is to be provided by grant of ACP Scale from the date it has been allowed to the junior employee in the same cadre/post. If after grant of ACP scale(s) the senior employee gets lesser pay than his junior in the same cadre/post, then his salary shall also be stepped-up at par with the junior employee.

2. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been clarified again vide  
No. 6/84/2006-3PR(FD), dated 13.04.2007 & 02.06.2008.***

**No. 6/84/2006-3PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Department in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 6th February, 2007**

**Subject :** **Regarding Grant of benefit of stepping-up to senior employees at par with junior employees in case of ACP matters.**

Sir,

I am directed to draw your kind attention towards F.D.'s letter No. 6/84/2006-3PR(FD) dated 23<sup>rd</sup> November, 2006 vide which it was decided to implement the judgment of Hon'ble Apex Court in the case of concerned Respondents. Now after detailed deliberations the Government has decided to implement the judgment of the Hon'ble Apex Court in case of all officials promoted from Group 'D' to 'C', who are similarly placed. Other terms and conditions of the scheme shall remain unchanged. You are also requested to send the information regarding total financial involved consequent upon the Judgment of the Hon'ble Apex Court to Finance Department.

Yours faithfully,

*Sd/-*

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department,

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***These instructions have been clarified again vide No. 6/84/2006-3PR(FD), Dt. 06.02.2007, 13.04.2007 & 02.06.2008.***

**MOST URGENT**  
**COURT CASE**

**No. 6/84/2006-3PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
Registrar Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 23rd November, 2006**

**Subject :** **Regarding Grant of benefit of stepping-up to senior employees at par with junior employees in case of ACP matters.**

Sir,

I am directed to refer to Haryana Government Notification No. GSR3/Const/309/1998, dated 7th January, 1998 and No. GSR.4/Const/Art/309/1998, dated 7.1.1998 vide which the pay scales of State Government employees were revised w.e.f. 1.1.1996. The State Govt. introduced ACP scales scheme in lieu of higher standard pay scales to take care of stagnation and lack of promotional avenues for employees belonging to Group 'C' and 'D' the eligibility, for grant of ACP Scale vide Rule 5 of ACP Rules, 1998, the provisions are that :

- (1) Every Government servant who, after a regular satisfactory service for a minimum period of 10 years, if the minimum period is not otherwise prescribed to be different than 10 years either in these rules or by the Government for any class or categories of Government servant from time to time, has not got any financial upgradation in terms of grant of a pay scale higher than the functional pay, scale prescribed for the post as on 31.12.1995, on which he was recruited as a direct recruited fresh entrant.
- (2) Every Government servant, who, after a regular satisfactory service for minimum period of 20 years, if the minimum period is not otherwise prescribed to be different than 20 years either in these rules or by the Government for any class or categories of Government servant from time to time, has not got any financial upgradation in terms of grant of a pay scale higher than the functional pay scale prescribed for the post as on 31.12.1995, on which he was recruited as a direct recruited fresh entrant.

Some Government employees filed various writ petitions in the Hon'ble Punjab & Haryana High Court granting therein the benefit of stepping up of their pay scale at par with the

juniors and these Writ Petitions were disposed of by the Hon'ble High Court in terms of judgement in the case of Suraj Bhan (Supra) in civil writ petition No. 45/1999. The judgement in that case was delivered on 21<sup>st</sup> September, 2000 that:-

"Accordingly, we allow both the writ petitions and set aside the impugned action of the respondents. The pay of the petitioners in this regard thus cannot be termed to have been validly reduced. They were entitled to the same pay scale as were the direct recruits."

The above decision was followed in a series of other Writ Petitions. The State Govt. preferred to challenge the said order by way of filing various SLPs in the Hon'ble Supreme Court and Civil Appeal No. 3250/2006 filed in SLP No. 20264/2004 in the case of Ram Sarup & Others, the Hon'ble Apex Court has disposed of these SLPs keeping in view the facts of Suraj Bhan's case. The operative part of the above said judgement is reproduced as under-

**Rule 9 reads thus:**

"9. Non admissibility of stepping up in certain cases:- If the service rules provides or circumstances warrant direct recruitment at the level of promotional post, in addition to the filling up of such posts through promotion, no benefit of pay up gradation to the Senior Government servant who happens to be direct recruit to a post other than the post on which the junior Government servant is a direct recruit, on The plea that the junior promotes is drawing more salary based on the, benefit of ACP upgradation shall be admissible."

**(emphasis supplied)**

Rule 9 quoted above only says that the senior Government servants, who are direct recruits, are not entitled to get any stepping up in case any anomaly arises regarding the receipt of lesser pay by them. However, the same is not applicable to the respondents herein who joined service as Group "D" employees and later got promotion to Group "C" post by selection. If there is any anomaly to the effect that the senior Government servants are receiving lesser pay than their juniors, Who entered, the service from a different source of recruitment, certainly such senior Government servants are entitled to stepping up of their pay in order to bring them on par with the Salary which is being received by their juniors. There is no clause in the scheme which prohibits such stepping up of salary which is a common practice applicable to all Government employees in case there is anomaly in the pay structure of the employees.

By the impugned judgement, the High Court has held that the respondents are entitled to get the ACP scales that are applicable to Group "C" post, but the Rules, as such, do not provide for that. The Rules say that if there are already two upgradations, then the concerned employees are not entitled to the benefit of ACP scales. Nevertheless, if ACP scales, are higher they are certainly entitled to the ACP Scales at the starting point. The date of giving such ACP Scales is the date of entry into the service and though these respondents are entitled to get ACP Scales and get fixation of the ACP scales as applicable to Group "D" employees and in case there are anomalies to the effect that they receive lesser pay than their juniors working in the same cadre/post, such senior Government servants are entitled to step up of their salary to get it on par with the salary which is being received by their juniors.

In the result, all the appeals are partly allowed. The appellants shall revise the pay scales of the respondents. In case of any anomaly if the employees who, on fixation of

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ACP scales, are in receipt of lesser salary than their juniors in the same cadre/post then their salary shall be stepped up accordingly. Revised orders shall be passed within a period of two months of the receipt of the copy of this Order by the Government. However, if upon revision of the pay-scales any employee is liable to refund any amount the Government shall not insist on refund of such amount. If any employee is entitled to get any amount by way of pay revision, the said amount shall be made available to him within a period of six months from the date of receipt of the copy of this order by the Government.

Keeping in view of the judgment of Hon'ble Apex Court the State Government has decided to implement the judgment of the Hon'ble Apex Court. Accordingly all the concerned Departments are directed to take action in the case of concerned respondents in the light of Hon'ble Apex Courts observation in the first instance within prescribed period.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/15/2003-2PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Administrative Secretaries to Government Haryana.  
All the Head of Departments in Government of Haryana.  
All the Commissioner of Divisions of Haryana.  
All the Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 27th November, 2006****Subject : Fixation of pay of General Category employees at par with juniors of reserve category.**

I am directed to invite your attention on the subject cited above and to say that some General Category employees have been demanding that their pay may be fixed at par with their juniors of reserve category employees as they have regained their seniority over them as per Hon'ble Supreme Court's order in Ajit Singh Janjua & others Vs. State of Punjab & Others J.T. 1999 (7) S.C, 153. The aforesaid matter has been examined and it is observed that the Hon'ble Supreme Court in State of Haryana and Others Vs. O.P. Gupta 1996 (2) RSJ 194 have held that in case of notional promotion allowed from the deemed date, the concerned Officials are not entitled for payment of arrears of salary as they had not worked during the period. Accordingly, payment should be made from the actual date of promotion and notional pay fixation be made for the intervening period viz. deemed date of promotion to actual date of promotion. In the light of judgement the Government have thus decided that no arrears of salaries is payable to the employee for the period between the deemed date of promotion and the actual date of promotion.

These instructions should be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*

Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 8/31/2008-3PR(FD)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court &  
All District & Sessions Judges in Haryana State.

**Dated, Chandigarh, the 13th January, 2009****Subject : Regarding Special Pay.**

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 1/8/3PR(FD)-88, dated 11.1.1988 wherein the Special Pay of Haryana Government employees was doubled subject to the ceiling of Rs. 500/- P.M. w.e.f. 1st January, 1986. After consideration it has now been decided that the Special Pay given to different posts/cadres will not be changed. However, it will be discontinued for posts carrying a grade pay of Rs. 6000/- P.M. and above w.e.f. 1st January, 2009.

Yours faithfully,

Sd/-

Deputy Secretary Finance, (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 8/17/98-2PR(F.D.)**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Registrar, Punjab & Haryana High Court, Chandigarh.  
The L.R. & Secretary to Govt. Haryana, Law Department.  
All Heads of Department.  
All Commissioners of Divisions.  
All District & Sessions Judges.  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.

**Dated, Chandigarh, the 21st November/2nd December, 2005**

**Subject : Revision of Pay Scales of Judicial Officer in Haryana.**

Sir,

I am directed to Haryana Government Notification dated 8<sup>th</sup> May, 2003 vide which Pay Scales of Haryana Civil Service (judicial Branch) and the Haryana Superior Judicial Service were revised w.e.f. 1<sup>st</sup> day of January, 1996. The matter regarding grant of "Special Pay" to Judicial Officer as per recommendations of Shetty Commission has been under consideration of the State Govt. The Govt. on acceptance of the recommendations of Punjab & Haryana High Court in the matter has decided to grant Special Pay at a uniform rate of Rs. 1000/- p.m. to all the Judicial Officers in the State of Haryana including those on deputation with Chandigarh Administration w.e.f. 7.5.2003.

The arrears from 7.5.2003 to 31.10.2005 shall be deposited to the corresponding General Provident Fund Account of the Judicial Officer with the restriction that the arrears having been deposited on this account will not be allowed to be withdrawn by the Judicial Officer for one year from the date it is so deposited. The Special Pay from 1.11.2005 onward will be paid in cash to the officer concerned.

Yours faithfully,

*Sd/-*

Under Secretary (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**No. 1/138/92-1PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments of Haryana Govt.,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 3rd August, 1995****Subject : Revision of pay scales of Haryana Government employees and grant of Special Pay to Personal Assistants of Directorates.**

Sir,

I am directed to refer to refer to Haryana Government letter of even number dated the 8<sup>th</sup> August, 1994 on the subject noted above and to say that in furtherance of the instructions, it has now been decided to grant Special Pay of Rs. 150/- P.M. to all the Personal Assistants working in the offices of Heads of Departments in the pay scale of Rs. 1640-2900 instead of Personal Assistants working with Heads of Departments who are in the pay scale of Rs. 1640-2900.

2. These instructions shall be effective with immediate effect.

Yours faithfully,

*Sd/-*

(M.R. ANAND)

Deputy Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/138/92-1PR(FD)

Dated, Chandigarh, the 3<sup>rd</sup> August, 1995.

A copy is forwarded to the Accountant General, (i) Audit and (ii) Accounts, Haryana, Chandigarh for information & necessary action.

*Sd/-*

Deputy Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been modified partly vide  
No. 1/138/92-1PR(FD), dated 03.08.1995.***

**No. 1/138/92-1PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments of Haryana Govt.,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 8th August, 1994**

**Subject :** Revision of pay scales of Haryana Government employees and grant of Special Pay to Personal Assistants of Directorates.

Sir,

I am directed to refer to the subject noted above and to say that on the recommendations of the Committee on pay scales, the State Govt. have revised the pay scales of the following categories of employees w.e.f. 1.5.1994:-

Sr. No.	Department	Post	Existing pay scale	Revised pay scale
1.	<b>Civil Sectt.</b>	(i) Head Gate Keeper (ii) Gate Keeper	1150-1500 800-1150	1200-2040 950-1400
2.	<b>Civil Aviation</b>	Chief Aircraft Engineer	3700-5000	4100-5300
3.	<b>Fisheries</b>	Hatchery Technician	775-1025	950-1500
4.	<b>Health</b>	(i) Assistant Director (ICDS) (ii) Statistical Supervisor /Machine Operator/Field Evaluation Worker (6 Posts).	2000-3500 1400-2600	2200-4000 1600-2660
5.	<b>Ayurveda (Govt. Ayurvedic College, Kurukshetra.)</b>	(i) Reader (ii) Lecturer (iii) Lecturer in Physical Education	2000-3200 1640-2900 1600-2660	2200-4000 2000-3500 2000-3500

It has further been decided to allow w.e.f. 1.5.94 Special Pay of Rs. 150/- P.M. to those Personal Assistants working with Head of Departments who are in the pay scale of Rs. 1640-2900 and are at present not receiving Special Pay.

Yours faithfully,

Sd/-

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/9/91-3PR(FD)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt. Haryana (in Establishment-I Branch),  
The Financial Commissioner, Revenue, Haryana.  
The Legal Remembrance & Secretary to Govt. Haryana,  
Law & Legislative Department.  
The Secretary, Haryana Vidhan Sabha, Chandigarh.  
The Secretary, Public Service Commissioner, Haryana, Chandigarh.

**Dated, Chandigarh, the 18th August, 1992****Subject : Revision of pay scales.**

Sir,

I am directed to invite your attention on the subject noted above and to say that the pay scales of the some categories of employees of some department were received by the Finance Department vide circular letter No. 1/9/91-3(FD) dated 20<sup>th</sup> January, 1992. As per detail given in Annexure 'A' of Sr. No. 3(B) appended to this letter, the special Pay of Rs. 30/- P.M. were revised as under:-

Sr. No.	Name of the Department	Name of the post	Existing pay scale as on 1.7.86	Received scale of pay w.e.f. 1.10.91
3.	Civil Secretariat	Restorers/Record Supervisor/Library Shelf Supervision/ Gest. Operators/ Book binder.	950-1500	950-1500 + Rs. 30/- Special Pay. It has also been decided to grant the special pay of Rs. 30/- P.M. for the similar post in the offices of FC(R) LR/HVS/ HPSC.

2. It has now been decided to substitute the above scale as mentioned below:-

Civil Secretariat Haryana	(i) Restorers/Record Supervisor/Furniture Supervisor/Library Shelf Supervision/ Gest. Operators.		950-1500 + Rs. 30/- Special Pay	It has also been decided to grant the special pay of Rs. 30/- P.M. for the similar post in the offices of FC(R) LR/HVS/ HPSC.
	(ii) Book Binder.	950-1400	950-1400 + Rs. 30/- Special Pay	

Yours faithfully,

Sd/-

(S.L.VERMA)

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/42/1PR(FD)-82**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioners Ambala/Hisar/Rohtak & Gurgaon Divisions,  
Deputy Commissioners,  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar. Punjab and Haryana High Court, Chandigarh,  
The Registrar, Maharishi Dayanand University, Rohtak,  
Kurukshetra University, Kurukshetra,  
Haryana Agricultural University, Hisar.

**Dated, Chandigarh, the 1st April, 1992****Subject :** Clarification regarding grant of Special Pay to Car/Jeep Drivers in the office of Heads of Departments and in the other field offices.

Sir,

I am directed to invite your attention to Haryana Govt. Finance Department circular No. 1/42/1PR(FD)-82 dated 4.4.85 vide which Special pay, was sanctioned for Car/Jeep drivers. It has now, been decided that this facility would also be available to the Drivers of Gypsies, Maruti Vans, Matadors, Standard Vans in the Government offices as per the approved rates.

Yours faithfully,

Sd/-

(Y. S. MALIK)

Joint Secretary, Finance (B),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 28/46/91-5B&C**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department in State,  
All the Deputy Commissioners in the State  
All the Financial Commissioners &  
Administrative Secretaries  
Commissioner of Ambala/Rohtak/Hisar/Gurgaon Divisions.

**Dated, Chandigarh, the 26th September, 1991****Subject :** Framing of Service Rules by various departments of Haryana Govt. on the basis of Model Service Rule - inclusion of special pay.

Sir,

I am directed to invite your attention to the subject mentioned above and say that it has been observed that some departments, while framing proposals of Model Service Rules of various categories of employees of their departments, tend to show special pay alongwith the pay scale of the post of the employee. You will appreciate that special pay is not a part of the pay scale. Grant of special pay is well defined under Rule 2.52 of CSR Vol. I Part I and as such it cannot be treated as a part of the pay scale.

2. You are, therefore, requested to observe the Rules and exercise due care in the matter. Accordingly special pay should not be shown alongwith the pay scale while preparing draft Model Service Rules.

Yours faithfully,

Sd/-

Superintendent Budget & Committee,  
for Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

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**No. 2351-2FICW-88/**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala, Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th September, 1988****Subject : Clarifications regarding Special Pay on revised Pay Scales.**

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 1/8-3PR(FD)-88, dated 11-1-88, wherein the rates of Special Pay of Haryana Government employees were doubled subject to the ceiling of Rs. 500/- per month. Some of the Departments have sought clarifications as to whether the Special Pay in revised pay scales is to be counted as 'Pay' for the purpose of granting benefit of House Rent Allowance and City Compensatory Allowance as defined in C.S.R.- Vol. I, Part-I, Rule 2.44. a(ii). In this respect, it is clarified that the Special Pay in revised pay scales may be counted as 'Pay' as defined in C.S.R. Vol. I. Part-I, Rule 2.44. a(ii) for the purpose of House Rent Allowance and City Compensatory Allowance subject to the condition that ceiling of House Rent Allowance/City Compensatory Allowance given as per Haryana Govt. Finance Department letter No. 52-2FICW-88 dated 12-2-88 and No. 6/1/88/3FR-II dated 1-2-88 will remain the same.

2. It is requested that these instructions may be brought to the notice of all the employees working under them.

Yours faithfully,

Sd/-

(J. P. NARANG)

Joint Secretary Finance

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 1/8/3PR(FD)-88**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
All Deputy Commissioners in Haryana.  
Registrar, Punjab and Haryana, High Court.

**Dated, Chandigarh, the 29th February, 1988****Subject : Revision of Pay Scale – enhancement of Special Pay.**

Sir,

I am directed to refer to Haryana Government, Finance Department letter No. 1/8/3PR(FD)-88, dated 11.1.1988, on the subject noted above and to say that it has further been decided that the amount of arrears on account of the enhanced special pay of the Retired/terminated/expired officers/officials for the period from 1<sup>st</sup> January, 1986 to 30<sup>th</sup> June, 1987 shall be paid in cash.

Yours faithfully,

Sd/-

(S.K. SAXENA)

Joint Secretary Finance, (PR)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 8/31/2008-3PR(FD), dated 13.01.2009.***

**No. 1/8/3PR(FD)-88**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala/Hisar Divisions,  
All Deputy Commissioners in Haryana.  
The Registrar, Punjab and Haryana High Court.

**Dated, Chandigarh, the 11th January, 1988**

**Subject : Revision of Pay Scale - enhancement of Special Pay.**

Sir,

I am directed to refer to Haryana Government Finance Department letter No. 3/1/1PR(FD)-87 dated 29th April, 1987 wherein the special pay of Haryana Government employees sanctioned to them before 1.1.1986 was frozen to the extent of the amount they had drawn in the pay of February, 1987 paid in March, 1987. The Governor of Haryana after careful consideration is pleased to decide that the existing rate of special pay, wherever admissible before 1<sup>st</sup> January, 1986 may be doubled subject to the ceiling of Rs. 500/- per month. This decision shall take effect from 1<sup>st</sup> January, 1986.

The amount of arrears on account of the enhanced special pay of the officers/officials for the period from 1<sup>st</sup> January, 1986 to 30th June, 1987 shall be invested in National Savings Certificates which should be purchased by the respected Drawing & Disbursing Officers from Post Office located in Haryana State territory only and handed over to the officers/officials concerned. Cash payments of the enhanced special pay shall be made w.e.f. 1st July, 1987 onward.

Yours faithfully,

Sd/-

(S. K. Saxena)

Joint Secretary, Finance (PR),  
for Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 1/42/1PR(FD)-82**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala and Hisar Divisions,  
All Deputy Commissioner and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 16th May, 1986****Subject : Grant of Special pay to Car/Jeep Drivers in the offices of Head of Department and in the other field offices.**

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 1/42/1PR(FD)-82 dt. the 4th April, 1985 on the subject noted above and to say that clarification has been sought by certain Departments as to whether the special pay granted to Car/Jeep Drivers is in lieu of overtime allowance or otherwise. It is clarified that Special pay has been granted in lieu of over time allowance and due to arduous nature of duties.

*Sd/-*  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (R),  
for Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 1/42/1PR(FD)-82/**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners &  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th April, 1985****Subject : Grant of Special Pay to Car/Jeep Drivers in the offices of Heads of Department and in the other Field offices.**

Sir,

I am directed to invite a reference to the subject noted above and to say that for some time past the State Govt. had under consideration the question of replacement of the facility of overtime Allowance, admissible to Staff Car Drivers, with Special Pay. After a careful consideration of the matter, the Governor of Haryana is now pleased to decide that the Car/Jeep Drivers in the offices of Heads of Department will be granted a special pay of Rs. 100 P.M. and those in the field offices will be granted a special pay of Rs. 50/- P.M. w.e.f. 1.4.85. Consequently, the orders regarding grant of over-time allowance mentioned in the Finance Department's circular letter No. 1/174/1PR(FD)-81 dated 11.1.82 in so far as they relate to Drivers only, will simultaneously stand with-drawn from the first April, 1985.

2. It is also clarified that, as was in the case of earlier instructions regarding over-time allowance, mentioned above, this Special Pay will be admissible to Drivers of Govt. Cars/Jeeps only.

Yours faithfully,

Sd/-  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance,  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 10(20)-83-4FR-I**

**GOVT. OF HARYANA  
DEPARTMENT OF FINANCE  
(Finance Regulations)**

To

The Secretary Haryana Vidhan Sabha.  
The Secretary, Public Service Commission, Haryana.  
The Legal Remembrancer & Secretary to Govt.,  
Haryana, Law & Legislative Department.

**Dated, Chandigarh, the 27th June, 1984**

**Subject : Grant of Special Pay to the Assistants & Clerks of Haryana Vidhan Sabha, Public Service Commission Haryana & L.R. Office.**

Sir,

I am directed to convey the sanction of the Governor of Haryana to the grant of Special Pay to the Assistants & Clerk of the Haryana Vidhan Sabha, Public Service Commission & the Office of the Legal Remembrancer Haryana, as indicated below :

<b>Sr. No.</b>	<b>Designation of the Post</b>	<b>Scale of pay</b>	<b>Amount of Special pay</b>
1.	Assistants	525-1050 (T.S.) 700-1250(S.G.)	Rs. 30/-P.M.
2.	Clerks	400-660(T.S.) 480-760(S.G.)	Rs. 20/-P.M.

2. This decision will take effect from the date of issue of this letter.

Yours faithfully,

Sd/-  
(S.L. Dhani)  
Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 10(20)-83-4FR-I

Dated, Chandigarh, the 27-6-1984.

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**No. 6/1(5)-82-1FR-I**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioner and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 12th January, 1984****Subject : Treatment of special pay for the purpose of pay fixation on promotion to higher post.**

Sir,

I am directed to invite a reference to the instructions contained in Haryana Government Finance Department circular letter No. 6/1(5)-82-1FR-I, dated 3rd March, 1983 whereby the condition, as contained in note-9 below rule 4.4 of C.S.R. Volume-I, Part-I of continued drawal of special pay on lower post has been done away w.e.f. 3rd March, 1983. As these instructions do not cover the cases of employees promoted any time between 1.4.79 and 3-3-1983 who had already faced the same kind of hardship in the matter of pay fixation as would have been faced by their colleagues had the instructions in question not been issued it would be seen inequitable to deny them that very benefit.

So after the examination of the whole matter it has been decided that the incumbents of the posts (promoted after 1.4.1979) which do not carry a special pay and whose lower posts carried a special pay and still carry a special pay in lieu of higher time scale on 3-3-1983 (i.e. which were either actually in lieu of higher time scale or declared as such under the instructions of Finance Department as contained in their letter No. 6/1(1)-81-1FR-I dated 4-5-1982) may also be notionally allowed the benefit of pay fixation as contained in Haryana Government circular letter No. 6/1(5)-82-1FR-I, dated 3rd March, 1983 as if the benefit of these instructions was available to them on the actual date of their promotion subject to the condition that the actual benefit would accrue to them from the date of issue of these instructions. Necessary amendment in the rules (if necessary) will be made in due course.

Yours faithfully,

*Sd/-*

Joint Secretary Finance (R),  
for Commissioner & Secy. to Govt., Haryana,  
Finance Department.

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**No. 1/146/3PR(FD)-81**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in, Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 6th July, 1981****Subject : Grant of special pays under the revised scales of pay.**

Sir,

I am directed to say that the scales of pay of various categories of employees have been revised w.e.f. 1-4-1979 vide Haryana Govt. Notifications noted in the margin. Though some of the posts, which carried special pays in the pre-revised scales of pay, have been included in these notifications, yet there are number of such posts which have not been granted any special pay under the revised scales of pay. The matter has been considered and it has been decided that the special pays attached to the posts (given in the annexure) may be continued without any change, even under the revised scales of pay.

2. As regards new proposals for the grant of special pays, it has been decided that each proposal should be examined by the Department on merits and thereafter referred to the Finance Department with full justification therefore.

**Margin:**

- (i) GSR.80/Const./Art.309/80 dated 29.2.1980.
- (ii) GSR.80/Const./Art.309/Amd.(1)/80 dated 21.7.1980.

Yours faithfully,

Sd/-

(N. K. GARG),

Joint Secretary, Finance (B),  
for Secretary to Government, Haryana,  
Finance Department.

No. 1/146/3PR(FD)-81

Dated, Chandigarh, the 6th July, 1981

A Copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

(N. K. GARG),

Joint Secretary, Finance (B),  
for Secretary to Government, Haryana,  
Finance Department.



Copies are forward to :-

the Financial Commissioner, Haryana;  
All Administrative Secretaries to Govt., Haryana, for information.

*Sd/-*  
(Ram Parkash Kapur)  
Under Secretary, Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Haryana,  
All Administrative Secretaries to Govt. Haryana.

U.O. No. 1/146/3PR(FD)-81,

Dated, Chandigarh, the 6th July, 1981

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary, for information of the Chief Minister/Ministers/Ministers of State/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

*Sd/-*  
(Ram Parkash Kapur)  
Under Secretary, Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

To

The Principal Secretary/Secretaries/Private Secys. to the  
Chief Minister/ Ministers State Ministers/Deputy Ministers/  
Chief Parliamentary Secretary/ Parliamentary Secretary.

U.O. No. 1/146/3PR(FD)-81

Dated, Chandigarh, the 6th July, 1981.

**Contd.**  
**Encl.**

**ANNEXURE**

<b>Civil Secretariat</b>	
Gestetner Operator	20/- 15/- (for photostat work)
Clerk	25/- (with 2 posts) 15/- (with 6 posts)
Assistant	50/- (with 1 post) 30/- (with 2 posts) 20/- (with 2 posts)
Naib Tehsildar	40/-
Tehsildar	50/-
Accounts Officer	50/-
<b>Industries</b>	
Assistant/Cashier	15/-
<b>P.W.D. (B&amp;R)</b>	
Naib Tehsildar	15/-
<b>Food &amp; Supplies</b>	
Resident Assistant	25/-
<b>Forest Department</b>	
H.F.S. II	50/- (for holding charge of a Forest Division (6 posts))
Computer	15/-
<b>Education Department</b>	
Craft Instructor	30/- (Special allowance to two Sr. Craft Instructors)
Asstt. Supdt. (160-400 in the field)	30/-
<b>Urban Estate</b>	
Naib Tehsildar	15/-
<b>Town &amp; Country Planning</b>	
Section Officer	30/-
<b>Employment</b>	
Cashier (in the scale of Clerk)	20/-
<b>Inquiry Officer (Vigilance)</b>	
Constable	15/-
Reader-cum-Accountant	30/-
<b>Colonisation</b>	
Naib Tehsildar	15/-

<b>Lotteries</b>	
Constable	15/-
Constable Orderly	15/-
Security Officer	75/-
<b>Treasury &amp; Accounts</b>	
Distt. Treasury	15/-
Asstt. Accounts Officer	30/- (with 2 post for teaching in Accounts Training Institute)
Accounts Officer	50/- (for teaching in Accounts Training Institute)
<b>Raj Bhawan</b>	
Jamadar Peon	15/- (with one post)
Camp Jamadar	30/-
Daftri	10/- (with one post for cash work)
Store Keeper	15/-
<b>Legal Remembrance</b>	
Daftri	20/-
<b>Printing &amp; Stationery</b>	
Photodar	10/-
<b>Financial Commissioner's Office</b>	
Assistant	50/- (with two posts for peshi work)
<b>Excise and Taxation Department</b>	
Excise Inspector	50/- (for one post at Headquarters)
<b>Social Welfare Department</b>	
Clerk	20/- (with one post for doing the additional work of old age pension)
<b>Development Department</b>	
Computer	15/- (for handing cash work)

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**No. 1/90/98-5PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 22nd November, 2002**

**Subject :** Clarification regarding replacement of Selection Grade (Pre-revised) in the Revised Pay Scales as prescribed under 1st Schedule Part-II of the notification dated 7.1.1998.

Sir,

I am directed to invite your kind attention to the FD's instructions of even number dated 14.9.98 on the subject cited above and to say that it has come to the notice of the State Government that some of the departments are mis-interpreting these instructions and pay of some Government employees has been fixed in the higher pay scale(s) to which they are not entitled under the rules.

2. It is clarified that these instructions are not applicable in those cases where ACP scales have been provided for any post or cadre. These instructions are applicable only to such posts/cadre where selection grade was existing in the pre-revised pay scales at a definite percentage of posts and after stipulated years of regular satisfactory service. Under these instructions they would carry the selection grade also in the revised scales corresponding to the unrevised selection grade prescribed under 1st schedule part-II of Haryana Civil Services (Revised Pay) Rules 1998, if the same has not been sanctioned separately.

3. These instructions may kindly be brought to notice of the concerned officers/officials working under you, for strict compliance.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 2/1/95-4PR(FD)  
Dated 8th August, 2002**

**Office Memorandum**

**Subject :** Grant of Selection grade to Government employees - regarding calculation of Selection Grade posts.

The undersigned is directed to invite a reference to the following letters issued by the Finance Department in connection with the subject cited above:

Sr. No.	Reference No.	Contents-in brief
1.	No. 3/2/1PR(FD)-80, dated 6th October, 1980	The Selection Grade posts, with reference to the percentage prescribed, to be calculated on the strength of permanent sanctioned posts
2.	No. 3/2/1PR(FD)-80 dated 24th August, 1981	The Selection Grade posts, with reference to the percentage prescribed, to be calculated' on the strength of permanent sanctioned posts and such of the temporary posts which had been in existence for a period of more than-three years.
3.	No. 2/1/95-4PR(FD) dated 20.8.96	The Selection Grade post, with reference to the percentage prescribed, to be calculated on the strength of all permanent and temporary sanctioned posts.

2. It has been observed that the instructions issued vide letter dated 20.8.96 have been issued under an erroneous premise and the same calls for correction. The background facts in this regard, as taken from the judgments of the Hon'ble Punjab & Haryana High Court in CWP No. 1572 of 1973, CWP No. 2242 of 1984 and LPA No. 135 of 1986, areas under:

- (i) Pay scales for teachers in the Education, Department were prescribed vide Government letter dated July 23, 1957 in the joint Punjab. One of the provisions made in this letter of 23.7.57 was as under.

*"15% of teachers in this group should straightway be promoted to the middle scale by selection 'based on seniority and merit, while the rest should be given the lower scale.*

A reading of the above stipulation shows that this was a provision for grant of Selection Grade for 15% of the cadre of junior teachers/JBT teachers at that time.

- (ii) Some of the JT/JBT teachers serving in different schools in Punjab filed a Civil Writ Petition in 1973 bearing No. 1532 of 1973 claiming Selection Grade in the scale of Rs. 120-175 to which they were allegedly eligible in accordance with the directions issued by the State of Punjab contained in the letter dated 23.7.57. The Punjab state took up the position that the Selection Grade had been abolished w.e.f. 1.4.65 when a uniform grade was introduced and the grant of Selection Grade was not automatic. The Civil Writ Petition was disposed of on 18.3.82 by A.S.Bains, J. and it was held that Selection Grade should be released

in accordance with the instructions of the Government and if any of the petitioners was eligible to get the Selection Grade before March 31, 1965, the same should be granted to him along with the consequential relief in accordance with the instructions.

- (iii) The instructions pertaining to grant of Selection Grade to the teachers dated 23.7.1957 did not mention that for the purposes of calculation of Selection Grade posts only the permanent posts were to be taken into account. However, the Commissioner & Secretary, Education, Punjab clarified vide his letter dated June 24, 1964 wherein it was stated that in future the posts of teachers in the higher grade in the prescribed ratios should be allowed on the basis of the permanent strength and not against the temporary posts unlike the practice followed in the past. Further, the Punjab Government issued another letter dated 10.3.65 whereby it was prescribed that the Selection Grade posts are to be calculated only on the basis of permanent strength of the cadre. Further, the Government of Punjab also decided to abolish the provision of Selection Grade for the teachers w.e.f. April 1, 1965 when a uniform grade was introduced.
- (iv) Thereafter, some teachers from Punjab filed another Civil Writ Petition No. 2242 of 1984 which was decided by Mr. Justice Pritpal Singh vide his judgment dated October 31, 1985. Para 7 of the judgment dated 31.10.85, which constitutes the operative part of the judgment is reproduced as under:-

"The current position, therefore, is that 15% of the JT/JBT teachers are eligible to get Selection Grade up to June 24, 1964 on the total strength of the cadre including, the temporary posts. From June 24, 1964 to April 1, 1965, the Selection Grade was to be granted only to 15% of the permanent cadre. Admittedly, the Selection Grade was abolished w.e.f. April 1, 1965. The respondents are consequently directed to grant Selection Grade accordingly. If any of the petitioners is eligible for the Selection Grade before March 31, 1965 in accordance with above formula, he may be considered for the grant of the name. The writ petition is disposed of in these terms. The petitioners will be entitled to the costs. Counsel fee for Rs. 500/-.

October 31, 1985

Sd/-  
Pritpal Singh,  
Judge."

- (v) The orders of the Hon'ble Punjab & Haryana High Court in Civil Writ Petition No. 2242/84 were challenged by way of a letters Patent Appeals No. 135/86 and No. 138/86. The issue was decided in LPA No. 135/86 by a Division Bench of the Hon'ble Punjab & Haryana High Court which, after discussing the merits of the case held that:-

"The view taken by the learned Single Judge is unassailable and nothing gainfully can be added to it. Resultantly, we affirm the findings arrived at by the learned Single Judge for the reasons recorded in the judgment."

It further stated that

"In view of the observations made above, we find no force in the LPAs. The same are dismissed with no order as to costs. However, the respondents who are found to be eligible by the State, shall be entitled to the arrears only to the extent of 38 months prior to the date of filing the writ petitions.

- (vi) The said order dated 15.1.90 of the D.B. of the Hon'ble Punjab & Haryana High Court was, challenged in the Hon'ble Supreme Court of India by way of SLP which was dismissed by the Apex Court vide its order dated 22.10.1990.
- (vii) Thus, the order passed by the learned Single Judge, Mr. Justice Pritpal Singh in Civil Writ Petition No. 2242/84 and upheld by the Division Bench in LPA No. 135/86 vide their order dated 15.1.90 with the modification for restriction of payment of arrears to 38 months got a finality with the SLP having been dismissed by the Hon'ble Supreme Court of India. Thereafter, another group of teachers from Punjab filed Civil Writ Petition No. 601 of 1991 on the same subject and on the same grounds and the Hon'ble Punjab & Haryana High Court decided the said Civil Writ Petition in terms of the judgment dated 15.1.90 in LPA No. 135/86. Again, another group of teachers filed another Civil Writ Petition No. 9064 of 1993 on the same subject and on the same grounds and this writ petition was also decided in terms of the judgment of this Court dated 15.11.85 (Single Bench) and 15.1.90 in LPA No. 135/86 by Mr. Justice G. S. Singhvi vide his order dated 23.2.95. Another group of 18 CWPs filed by teachers from Haryana State were decided by a common order in CWP No. 2143 of 1994 on the same lines. Thereafter, a group of 25 teachers from Haryana filed Civil Writ Petition No. 11255/95 on the same subject and same grounds. This writ petition was decided by a Division Bench of the Hon'ble Punjab & Haryana High Court vide its order dated 21.8.95. The order of the Hon'ble Punjab & Haryana High Court in this writ petition is reproduced, in toto as under:-

"The respondents are directed to decide the representation within three months, keeping in view the law laid down by this court as well as by the Hon'ble Supreme Court of India, by passing a speaking order. If the petitioners are found entitled to any relief, the same shall be released to the petitioner within one month thereafter.

It may be brought to the notice of the Chief Secretary that in spite of the decision of this court and by the Supreme Court laying down the law, a number of writ petitions are being filed before this court wherein it has been brought to our notice that the departments are not implementing the law laid down by the Supreme Court. We hope that appropriate instructions will be issued to all concerned to implement the law laid down by this court and the Chief Secretary will ensure the implementation of the law of the land so as not to force the Government employees to get the order of the Hon'ble Supreme Court as well as of this court implemented through petitions."

3. After the orders dated August 21, 1995 as reproduced above were passed by the Hon'ble Punjab & Haryana High Court, a reference was received in FD from the office of Chief Secretary, Haryana for issuing general instructions on the subject. Resultantly, the instructions bearing No. 2/1/95-4PR(FD) dated 20.8.96 were issued as under:-

**Subject : Grant of Selection Grade regarding calculation of Selection Grade posts.**

*I am directed to invite your attention to the subject noted above and to say that prior to 1.4.79 the Selection Grade to Group 'C' & 'D' Category employees was admissible on the basis of the number of permanent posts in a particular cadre and later on till 1.1.86, the date on which this practice was altogether abolished, for determining the number of the Selection Grade posts,*

*the temporary posts in existence for the preceding three years were also taken into account.*

2. *The CWP No. 2143 of 1994 and 11255 of 1995 were filed in the High Court by some teachers of the Education Department and while disposing these off, Hon'ble High Court directed to grant the Selection Grade on the basis of total strength, including permanent and temporary posts, with all consequential benefits, to the petitioners. Thus, the employees of the Education Department have already been granted this benefit as per the judgment.*

3. *The Government has, therefore, decided that the Selection Grade wherever available prior to 1.1.86 may be worked out on the basis of total strength including permanent and temporary posts and all consequential benefits including arrears of 38 months preceding the date of such decision, be allowed to eligible employees."*

4. The chronological sequence of events given above clearly shows that the orders of the Hon'ble Punjab & Haryana High Court in Civil Writ Petition No. 11255/95 as reproduced in para 2(vii) above could not have been read in isolation of the judgment in Civil Writ Petition No. 2242/84 and LPA No. 135/86. Thus, the instructions dated 20.8.1996 as reproduced above have been issued under an erroneous premise by way of wrong interpretation/application of the orders of the Hon'ble Punjab & Haryana High Court and the Hon'ble Supreme Court of India. It is evident that the orders of the Hon'ble Punjab & Haryana High Court were confined to the grant of Selection Grade on the permanent and temporary posts up to 24 June, 1964 and only for the teachers of the Education Department and for nobody else.

5. As a matter of fact, the Government of Haryana in the Finance Department had issued instructions vide its letter No. 3/2/1PR(FD)/80 dated 6th October, 1980 whereby it was reiterated that the Selection Grade posts were to be calculated on the basis of permanent sanctioned posts in a Department. Further, the Government modified its instructions of 6th October, 1980 vide instructions bearing even number dated 24.8.81 whereby the method of calculation of Selection Grade posts was changed and it was prescribed that the permanent posts as well as such of the temporary posts in a cadre which have remained in existence for more than three years should be taken into account, for the purposes of calculating Selection Grade posts as against only the permanent posts under the instructions of 1980.

6. It may also be seen that the instructions of 24.8.81 were already in place at the time the cases pertaining to the Education Department were decided in the years 1985 onwards till the year 1995. These instructions were at no stage assailed before the Hon'ble Punjab & Haryana High Court nor were these discussed in any of the court cases. As a matter of fact, the Hon'ble Punjab & Haryana High Court had even, by implication, upheld the instructions dated 1965 as well whereby the, Selection Grade, posts were calculated on the basis of permanent sanctioned posts in a cadre.

7. The issue arises as to what should be the rational approach for the purposes of calculation of Selection Grade posts. The correct principle was prescribed in the instructions of 1965 and then 1980 when it was stipulated that the number of selection grade posts should be calculated on the basis of permanent posts. However, this was correct so long as the system of converting temporary posts into permanent posts at the end of every five-year plan period was meticulously followed. This system became lax, with the continuity of plan schemes (for which temporary posts are sanctioned) beyond one plan period. As a result, as on today, there are a large number of temporary posts which have been continuing as such for a period exceeding



five years, and in many cases even beyond ten years. It was in this background that instructions of 1981 were issued whereby the permanent posts as well as temporary posts in existence for a period of more than three years were taken into account. The rationale behind taking temporary posts of more than three years into account also lies in the fact that it normally takes one to two years time to fill up a post after it is sanctioned and another one year is the normal probation period.

8. In any case, there is no rationale for calculating Selection Grade posts on the strength of all the Permanent posts and Temporary posts. If this be the proposition, there would be a number of Selection Grade posts which maybe worked out on the basis of such of the temporary posts which are not even filled up and lying vacant. For example, if a particular cadre has a total of 100 sanctioned posts out of which 75 posts are permanent and 25 posts are temporary and the total number of filled up posts is only 85. The number of Selection Grade posts (20%) on the basis of existing formula as per 1996 instructions would be 20. On the other hand, out of 25 temporary posts, there are only nine posts which have been sanctioned for a period of more than three years. The number of Selection Grade posts under the 1981 instructions would work out to 16 as against 20 under the 1996 instructions. If one goes by the number of posts actually filled up, the number of Selection Grade posts would work out to 17. Thus, 1996 instructions result in creation of Selection Grade posts which would be around 24% when assessed against the filled up posts whereas the prescribed percentage is only 20. The above analysis shows that the instructions issued on 24.8.1981 are most rational.

9. Keeping in view the above detailed discussions, the Government have now decided to withdraw the instructions bearing No. 2/1/95-4PR(FD), dated 20.8.1996 and reiterate the FD's instructions dated 24.8.1981 whereby it was stipulated that for the purpose of calculating the selection grade posts, the permanent posts and such of the temporary posts in a cadre which have remained in existence for more than three years should be taken into account. Accordingly, the Government has decided that for the purpose of calculating selection grade posts, the permanent posts as well as temporary posts in a cadre which have remained in existence for more than three years should be taken into account. However, while making calculations, the fraction of three and above may be considered as whole number. It has also been decided that for the computation of Selection Grade post in a cadre, the minimum number of posts in that cadre must be three if the selection grade stands sanctioned at 20% of the cadre and for a cadre strength of 3 to 7 posts, the Selection Grade at 20% should be admissible to one post only.

10. It is very well in the mind of the Government that withdrawal of instructions dated 20.8.96 would result in recoveries from certain employees rendered ineligible when their cases are re-examined in accordance with 1981 instructions. However, being a welfare state, it has been decided by the Government that no recovery is to be effected from the employees found to be ineligible in this process. However their cases would have to be, re-opened and decided in terms of FD's instructions dated 24.8.1981 and their pay re-fixed on notional basis on the date the Selection Grade was granted to them under the 1996 instructions. The pay so re-fixed on notional basis would be brought forward and fixed as on 1.8.2002 and the employees would start drawing their salaries with effect from 1st day of August, 2002 accordingly.

11. Similarly, in the case of those who have retired from Government Service and are in receipt of pension determined on the basis of emoluments fixed in accordance with the instructions dated 20.8.1996, the pensions would be re-fixed on the basis of emoluments they would have been entitled to in accordance with para 10 above. The pensions so re-fixed would be paid accordingly w.e.f. 1.8.2002. The cases of those who have died should not be re-opened.

12. These instructions may please be brought to the notice of all the employees working under various Departments of the State Government.

*Sd/-*

Under Secretary Finance (PR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Chief Secretary to Government of Haryana/All the Financial Commissioners & Principal Secretaries to Government of Haryana/ Administrative Secretaries to Government of Haryana in various Departments/Head of Departments/Divisional Commissioners/ Deputy Commissioners/ Sub Divisional Officers (Civil) in Haryana/ Registrar, Punjab & Haryana High Court at Chandigarh/Accountant General (A&E) Haryana and the Accountant General (Audit) Haryana, with five spare copies in each case for use in the subordinate offices.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 10/29/90-3PR(FD)**

**5th November, 2001**

To

All Heads of Department;  
All Commissioners of Divisions,  
Deputy Commissioners/  
S.D.Os. (Civil) in Haryana;  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Subject :** Instructions regarding regulating the grant of Selection Grade to Engineers and Doctors in pursuance to the judgment pronounced by the Hon'ble Supreme Court of India in C.A. No. 6585/2000 arising out of SLP (Civil) No. 1463 of 2000 titled State of Hr. & others Vs. Ishwar Singh & others & the orders of the Hon'ble Pb. & Hr. High Court in CWP No. 8172/90 titled H. R. Dhanjal & others Vs. State of Hr. and others.

Sir,

The Government had introduced Senior Scale of Rs. 3000-4500 and Selection Grade of Rs. 4100-5300 on completion of 5 years and 12 years of service respectively for Engineers and Doctors w.e.f. 1.5.89 vide letter No. 6/38/3PR(FD)-87 dated 2.6.89. The said instructions were modified and substituted by another letter of even number dated 16.5.90 wherein the conditions of regular satisfactory service and restriction of 20% of the posts for the selection grade were incorporated. Government instructions dated 16.5.90 were challenged by some of the Engineers and Doctors in the Hon'ble Punjab & Haryana High Court by way of various Civil Writ Petitions. The Hon'ble Punjab & Haryana High Court had granted interim stay on the operation of the Government instructions dated 16.5.90. However, the Hon'ble Supreme Court of India allowed the SLP filed by the State in Civil Appeal No. 6585/2000 titled State of Haryana and others vs. Ishwar Singh & others vide its order dated November 20, 2000. Subsequently, the Hon'ble Punjab & Haryana High Court has also disposed of various other Civil Writ petitions bearing Nos. 7805, 7941, 7947, 8289, 8307, 8894 of 1990, 6220/1991, 14560/1992, 8922, 11864, 14838 of 1994, 12399/1995, 13222/1996, 16738/1997, 15145/1999, 7307/2000, 556/2001 while deciding the main CWP No. 8172/1990 titled H.R. Dhanjal and others Vs. State of Haryana and others vide its order dated 17.8.2001. The Hon'ble Supreme Court of India while deciding CA No. 6585/2000 on 20.11.2000 held as follows:-

“Special leave granted.

*This in an appeal by the State of Haryana against the judgment of the High Court of Punjab & Haryana dated 23.9.99 in CWP No. 18043/98. The parity in pay was granted to the doctors/respondents category along with Executive Branch, by an order dated 2.6.89 and when Selection Grade posts were also sanctioned at par with the Executive Branch. The order unfortunately did not mention that the Selection Grade posts were restricted to 20% of the posts. This mistake was, however, rectified by an order dated 16.5.90 of the Government with retrospective effect 1.5.89. The High Court has now held that Selection Grade is to be granted without restriction to 20% of the posts in the particular cadre. It is well known that in every department Selection Grade is restricted to certain percentage of the posts such as 20% in the present case. So, merely because the percentage was not mentioned in the earlier order dated 2.6.89, the High*

*Court could not have awarded selection grade to every member in the cadre. The High Court should have seen that the mistake in the order dated 2.6.89 was rectified. We, therefore, allow the appeal and set aside the order of the High Court and direct that the Selection Grade scale of Rs. 4100-5300 will be restricted to 20% of the posts in the cadre as provided in the clarification dated 16.5.90.*

*The appeal is allowed accordingly. There shall be no order as to costs.”*

**2. The operative part of the judgment dated 17.8.2001 pronounced by the Hon'ble Punjab & Haryana High Court in CWP No. 8172/90 is also reproduced as under:-**

*“Resultantly, the writ petition is disposed of with the following directions to the respondents:*

- (1) The writ petition so far as it challenges the selection grade of Rs. 4100-5300 after 12 years of regular satisfactory service and limited to 20% of the cadre posts, is without any merit and order dated 16.5.90 to that extent is held valid.*
- (2) Amount, if actually paid to the petitioners on account of order dated 2.6.89 but before issuance of order dated 16.5.90, shall not be recovered.*
- (3) The Government shall take a decision within three months from the date of receipt of the order in regard to waiving off the amount qua the petitioners who have since died.*
- (4) The pension received by the petitioners who have since retired and the family pension received by the legal representatives of the deceased-petitioners shall be refixed in accordance with order dated 16.5.90.*
- (5) Any dues recoverable from the petitioners, who may have retired or are serving on account of order dated 16.5.90 shall be recovered in easy installments to be fixed by the Government. There shall be no order as to costs.*

*Sd/- V.K. Jhanji, Judge”*

**3. Further, in respect of para 2 (3) above, the Hon'ble High Court has made the following observations:-**

*“After hearing the counsel on this aspect of the case, I am of the view that petitioners are not entitled to any equitable consideration. Petitioners are drawing the extra amount because of interim order passed by this court, though the mistake that crept in order dated 2.6.1989 was corrected by issuing order dated 16.5.90. However considering that some of the petitioners may have died and the burden to return the amount may fall on their legal representatives, it would be in the fitness of things if the matter in this regard is left to the State Government to take a decision regarding waiving off the amount already paid to them. As regards the petitioners who may have retired or are serving, they are liable to pay the amount which they continued to receive on account of interim order passed by this court, because the interim order, if any passed, is always subject to the final decision of the writ petition.”*

**4. Keeping in view the above judgments, the Government has considered the matter and decided as under: -**

- (i) The amount, if **actually paid** (emphasis added) to the petitioners on account of order dated 2.6.89 but before issuance of order dated 16.5.90, shall not be recovered. It is clarified here that if the amount for the period 2.6.89 to 16.5.90*

- has been actually paid subsequent to 16.5.90, the same would be recoverable.
- (ii) For the purposes of recovery of the amount paid in excess of what was due to them in accordance with the instructions dated 16.5.90, it has been decided to treat these cases in four different groups on grounds of equity:
- (a) Those who are in service;
  - (b) Those who have retired and are in receipt of pension;
  - (c) Those who have retired and died but family pension is being paid to one of the dependents/heirs; and
  - (d) Those who may have died and also there is no recipient of family pension.
- (iii) The mode and method of recovery in respect of the each of the groups mentioned above has been decided to be made as under:-
- (a) **Those who are in service:**  
The amount paid in excess of what was due to them in accordance with the instructions of 16.5.90 may be recovered in 36 monthly installments starting from their salary starting from the month of November, 2001.
  - (b) **Those who have retired and are in receipt of pension:**  
Keeping in view that they are in receipt of pensions, recoveries may be made from this group of employees in 48 monthly installments starting from the pension from the month of November, 2001.
  - (c) **Those who have retired and died but family pension is being paid to one of the dependents/heirs:**  
In the cases where the petitioners/officers may have died but family pension is being paid, though there would be no justification for waiving off the recoveries as the family pension is still being paid to such dependents/heirs by the Government, yet the Government, out of special consideration for those in receipt of family pensions and in deference to the observations of the Hon'ble High Court, has decided to waive off the recoveries in these cases.
  - (d) **Cases where the petitioners/officers may have died and there is no recipient of family pension among the legal heirs:**  
It has been decided to waive off the amount recoverable in these cases as it may cause acute hardship for the legal heirs of the deceased who are not receiving any pension/family pension on account of the deceased.

5. Accordingly, the Administrative Departments must take requisite action promptly in these cases in the following order:

- (a) Re-fix the pay of all those officers who have been granted Selection Grade in excess of the 20% of the cadre with effect from 1.5.89 in accordance with the instructions dated 16.5.90. The calculation of posts would be made in accordance with the instructions bearing No. 3/2/1PR (FD)/80, dated 24.8.1981.
- (b) Re-fix the pension/family pension in respect of those retired from service/deceased on the basis of pay so determined/refixed in accordance with para 5 (a) above.
- (c) Calculate the amount recoverable from them on the basis of (a) & (b) above, and make installments in the manner prescribed in para 4 (iii) above.

- (d) Take necessary steps for recovery of the amount from the salaries/pension/of the serving/retired employees as per the schedule mentioned above.

6. The Finance Department (in the Pay Revision Branch) should be informed about the action taken in the matter along with the total amount worked out as recoverable (group-wise) in each department as well as the amount waived off in the process in terms of para 4 (iii) (C & D) above latest by 31.12.2001.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 10/29/90-3PR(FD)

Dated, Chandigarh, the 5<sup>th</sup> November, 2001

A copy is forwarded to the Accountant General Haryana (i) (A&E), (ii) Audit Chandigarh for information.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to:-

1. The Financial Commissioner in Haryana and
2. All the Commissioner & Administrative Secretaries to Government, Haryana for information & necessary action.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. The Financial Commissioner in Haryana and
2. All the Commissioner & Administrative Secretaries to Government, Haryana.

U.O. No. 10/29/90-3PR(FD)

Dated, Chandigarh, the 5<sup>th</sup> November, 2001

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Ministers/Officers on Special Duty/Minister/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary and Parliamentary Secretary.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretaries to the Chief Minister Senior Secretaries to Ministers, Secretaries to Ministers and Private Secretaries to Ministers of State and Chief Parliamentary Secretary.

U.O. No. 10/29/90-3PR(FD)

Dated, Chandigarh, the 5<sup>th</sup> November, 2001.

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**No. 2/47/98-2PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt. Haryana,  
(in Estt. II Br.)  
The Financial Commissioner & Secretary to  
Govt. Haryana, Revenue Department.  
The Legal Remembrance & Secretary to Govt.  
Haryana, Law Department.  
The Secretary, Haryana Vidhan Sabha.  
The Secretary, Haryana Public Service Commission.

**Dated, Chandigarh, the 7th January, 2000****Subject : Grant of Selection Grade to Personal Assistants of Haryana Civil Sectt. and its allied offices.**

Sir,

I am directed to refer to Haryana Govt. Notification No. CSR 3/Const./Art/309/98, dated 7.1.1998 vide which the pay scales of State Government employees were revised w.e.f. 1.1.96.

2. After careful consideration, the Government has decided to further revise the pay scales of Personal Asstts. of Haryana Civil Sectt./FCR's office/LR's office/Haryana Vidhan Sabha/HPSC and to include the same in Part-I of 1st Schedule of Haryana Civil Services Revised Pay Rules, 1998 applicable w.e.f. 1.1.96.

Sr. No.	Name of the post	Department	Pre-revised pay scale	Revised pay scale
1.	Personal Asstt.	1. Hr. Civil Sectt.	1640-2900 + 150/- Spl. Pay	5500-9000+150 Spl. Pay
		2. FCR office	2000-3200(SG) +150/- S.P.	6500-9900 (SG) +150/- Spl. Pay (after 10 yrs regular satisfactory service as Personal Asstt and limited to 20% of total posts of Personal Asstts. in organization)
		3. LR office	20% Posts of Personal Asstts. (on completion of 12 years regular satisfactory service)	
		4. Vidhan Sabha		
		5. HPSC		

Special pay if any already drawn with the pre-revised scale, will remain continue.

The Personal Assistants who were drawing pay in pre-revised selection grade of 2000-3200 on 1.1.96 may re-exercise their option from the date of their next increment after 01.01.1996 but not latter then 31.12.1996 as per prevision in Finance Department circular letter

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No. 5/20/98-3PR(FD), dated 17.9.98. This option will be re-exercised in the prescribed proforma within a period of 3 months from the date of issue of this letter.

Yours faithfully,

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 2/47/98-2PR(FD)

Dated:

A copy is forwarded to the Accountant General, Haryana (Audit) and (A&E) for information and necessary action.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been clarified vide  
No. 1/90/98-5PR(FD), dated 22.11.2002.***

**No. 1/90/98-5PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 14th September, 1998**

**Subject :** Clarification regarding replacement of Selection Grade (Pre-revised) in the Revised Pay Scales as prescribed under 1st Schedule- Part-II of the notification dated 7.1.1998.

Sir,

I am directed to invite your attention on the subject noted above and to say that it has come to the notice of the Finance Department that the various departments are not allowing replacement pay scales of Selection Grade (Pre-revised) as prescribed under 1st Schedule Part-II of the Haryana Civil Services (Revised Pay) Rules, 1998 issued vide Finance Department notification dated 7.1.1998.

2. This matter has been examined by Government in details and have decided that wherever Selection Grade were existing in the pre-revised scales as a definite percentage of the posts and after stipulated years of service, they would carry the Selection Grade also in the revised scales and the replacement of such Selection Grade would be the replacement scale prescribed under 1st Schedule Part-II of the Haryana Civil Services (Revised Pay) Rules, 1998 if the same has not been mentioned separately. This would hold good in case of all the concerned Government employees for whom specific ACP scales have not been provided.

Yours faithfully,

Sd/-

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been withdrawn vide  
No. 2/1/95-4PR(FD), dated 08.08.2002.***

**No. 2/1/95-4PR(FD)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers, (Civil) in Haryana.  
The Registrar Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 20th August, 1996**

**Subject : Grant of Selection Grade regarding calculation of selection grade posts.**

Sir,

I am directed to invite your attention to the subject noted above and to say that prior to 1.4.79 the Selection Grade to Group C & D Category employees was admissible on the basis of the number of permanent posts in a particular cadre and later on, till 1.1.86, the date on which this practice was altogether abolished, for determining the number of the Selection Grade posts, the temporary posts in existence for the preceding three years were taken into account.

2. The CWP No. 2143 of 1994 and 11255 of 1995 were filed in the High Court by some teachers of the Education Department and while disposing these off, Hon'ble High Court directed to grant the selection grade on the basis of total strength, including permanent and temporary posts, with all consequential benefits to the petitioners. Thus, the employees of the Education Department have already been granted this benefit as per the judgment.

3. The Govt. has, therefore, decided that the selection grade wherever available prior to 1.1.86 may be worked out on the basis of total strength including permanent and temporary posts and all consequential benefits including arrears of 38 months preceding the date of such decision, be allowed to eligible employees.

Yours faithfully,

Sd/-

Joint Secretary Finance  
for Financial Commissioner & Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 2/47/98-2PR(FD), dated 07.01.2000.***

From **No. 1/40/94-3PR(FD)**

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt. Haryana,  
(in Estt. II Branch)  
The Financial Commissioner & Secretary to Govt.  
Haryana, Revenue Department.  
Legal Remembrancer & Secretary to Govt. Haryana,  
Law Department.  
The Secretary, Haryana Vidhan Sabha.  
The Secretary, Haryana Public Service Commission.

**Dated, Chandigarh the 22nd September, 1994**

**Subject :** Grant of selection grade to 20% posts of Personal Assistants in Haryana  
Civil Secretariat/F.C.R's Office/L.R's office/Haryana Vidhan Sabha/ HPSC.

Sir,

I am directed refer you to the subject noted above and to say that the State Govt. have decided to grant selection grade of Rs. 2000-60-2300-EB-75-3200 to 20% posts of Personal Assistants of the under mentioned offices on completion of 12 years total regular satisfactory service with immediate effect:

1. Haryana Civil Secretariat.
2. Financial Commissioner Revenue.
3. Legal Remembrancer-Cum-Secretary, Law Department.
4. Haryana Vidhan Sabha.
5. Haryana Public Service Commission.

Yours faithfully,

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 1/49/4PR(FD)-87**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala and Hisar Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 29th August, 1988****Subject : Clarification - Haryana Government, Finance Department Notification  
No. GSR. 39/Const./Art. 309/87, dated 29-4-1987.**

Sir,

I am directed to refer to Haryana Govt., Finance Department letter No. 1/49/4PR(FD)-87, dated 7<sup>th</sup> August, 1987, wherein it was clarified that the pay of all the Junior Engineers should first be fixed in the pay scale of Rs. 1400-2300 and then 50% of the total strength should be promoted to the higher grade of Rs. 1640-2900 by adopting the normal procedure, after the 50% posts are suitably redesignated. On reconsideration it has now been decided that in suppression of the letter referred to above those Junior Engineers who had been in receipt of Selection Grade in the pre-revised scale of pay of Rs. 800-1400 prior to 1.1.86 should be allowed the pay scale of Rs. 1640-2900 w.e.f. 1.1.86 and the pay of remaining Junior Engineers should be fixed in the scale of Rs. 1400-2300 and then the remaining 30% may be promoted to the scale of Rs. 1640-2900 after adopting the normal procedure.

Please acknowledge receipt.

Yours faithfully,

*Sd/-*

(S.K. Saxena)

Joint Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 2/2/(88)-2PR(FD)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala and Hisar Divisions,  
Deputy Commissioner and  
Sub Divisional Officer (C) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 10th May, 1988****Subject : Revision of Pay scales of Haryana Government employees Selection grade of group 'A' posts.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 1/9/1PR(FD)-87 dated 29.4.87 wherein it has interalia been laid down that the system of selection grade in Group 'B', 'C' and 'D' has been discontinued, and to say that the doubts have been raised by certain departments whether selection grade system Group 'A' posts still exists or the same has also been discontinued. In this connection it is clarified that the selection grades of Group 'A' posts has been replaced by separate revised scales vide notification No. GSR39/Const./Art.309/87 dated 29.4.87. The pay of the Officers drawing the selection grade in the pre-revised scale prior to 1.1.86 will be fixed in the corresponding replacement scale of the selection grade and this will be considered as selection grade for the post in future also.

Yours faithfully,

Sd/-

(S.K.SHARMA)

Joint Secretary Finance,  
for Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Modified vide  
No. 1/49/4PR(FD)-87, dated 29.08.1988.***

**No. 1/49/4PR(FD)-87**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala and Hisar Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 7th August, 1987**

**Subject : Clarification—Haryana Government Finance Department, Notification  
No. GSR-39/Const./Act 309/87, dt. 29-4-87.**

I am directed to invite a reference to the subject noted above and to state that clarification has been sought by some departments whether the revised promotional pay scale of Rs. 1640-2900 prescribed for 50% of the post of Junior Engineers is to be given to senior most Junior Engineers straight way or all the Junior Engineers are to be given the pay scale of Rs. 1400-2300 and then the senior persons to the extent of 50% of the total strength are to be promoted to the higher grade of Rs. 1640-2900 by adopting the normal promotion procedure. In this connection, it is clarified that the pay of all Junior Engineers should first be fixed in the pay scale of Rs. 1400-2300 and then 50% of the total strength should be promoted to the higher grade of Rs. 1640-2900, after the 50% posts are suitably re-designated, by adopting the normal procedure. Please acknowledge receipt.

Yours faithfully,

*Sd/-*

(S.P. Sharma)

Joint Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 10/7/5PR(FD)-84**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

**Dated, Chandigarh, the 15th February, 1985****Subject : Grant of selection grade to employees in the offices of Heads of Departments.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 10/7/5PR(FD)-84, dated 11<sup>th</sup> September, 1984, on the subject cited above and to say that the question of grant of selection grade to Head Assistants/Head Clerks in the offices of Heads of Departments located at Chandigarh has been engaging the attention of Govt. for sometime past. After careful consideration, it has now been decided that they may also be granted a selection grade of Rs. 750-1450 (for 20% posts) with effect from 9.1.1985.

2. In a department where there is a joint cadre or Joint Seniority with the field staff, the selection grade will be allowed to 20% of the posts sanctioned at headquarter only.
3. The pay of the officials in the selection grade will be fixed in accordance with the normal rules.

Yours faithfully,

*Sd/-*

(K.K. ABROL)

Under Secretary Finance (R)

*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

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(Copy of F.D. Hr. No. 1/14/1PR(FD)-84 on 21st December, 1984)

**Subject : Revision of Selection Grade of HCS (Executive) Officers**

I am directed to invite your attention to your communications noted in the margin, on the above subject, and to state that after careful consideration, the state Govt. has decided to revise the selection Grade of HCS (Executive) from Rs. 2000-75-2300-100-2400 to Rs. 2100-75-2400-100-2500, with effect from 1.6.84 to be granted after completion of twelve years of service to be counted from the year of vacancy

2. The pay of the concerned officers may be refixed in the revised scale of pay in accordance with the normal rules and laid down in the Punjab CSR Vol. I Part I.

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**No. 10/7/5PR(FD)-84/**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

**Dated, Chandigarh, the 11th September, 1984**

**Subject : Grant of Selection Grade to employees in the offices of Heads of Departments.**

Sir,

I am directed to invite a reference to the subject cited above and to say that the question of grant of selection grade of certain categories of employees working in the offices of Heads of Departments located at Chandigarh has been engaging the attention of Govt. for sometimes past. After careful consideration, it has now been decided to grant selection grade to 20% of posts, to the following categories of employees, with immediate effect:-

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Selection Grade</b>
1.	Assistants/Sr. Scale Stenographers.	Rs. 700-1250
2.	Dy. Superintendents/Personal Assistants.	Rs. 750-1450
3.	Superintendents	Rs. 1600/- fixed.

2. In a department where there is a joint cadre or joint seniority with the field staff, the Selection Grade will be allowed to 20% of the posts sanctioned at Headquarter only.

3. The pay of the officials in the Selection Grade will be fixed in accordance with the normal rules.

Yours faithfully,

*Sd/-*

(K.C. SHARMA)

Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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(Copy of F.D. Hr. No. 1/171/1PR(FD)-33 dated 13th January, 1984)

**Subject :** Clarifications regarding grant of selection grade in the leave Vacancy

I am directed to refer to the subject noted above and to say that cases have come to the notice of the Finance Department where in the benefit of selection grade has been given to the next junior officials/Officers filling up the leave vacancies of selection grade posts. This is not only irregular but contrary to the provisions of the rules it is, therefore, clarified that Selection Grade is not to be given to an Official/Officer in the leave arrangement of a selection grade post as appointment to a selection grade post does not involve the assumption of duties & responsibilities of greater importance.

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**No. 1/1(34)/82-4FR-I**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Department,  
Commissioners of Divisions,  
Deputy Commissioner and  
Sub Divisional officers (C) in Haryana  
The Registrar, Punjab and Haryana High Court, Chandigarh

**Dated, Chandigarh, the 13th January, 1984****Subject : Clarification regarding fixation of pay in the selection grade.**

Sir,

I am directed to invite a reference to rule 7(1) of Haryana Civil Services (Revised Scale of Pay) rule 1980 wherein it has been provided that where the pay of a Government employee on the appointed day in the revised scale is fixed at the same stage as the one fixed for another Government employee in the same cadre drawing pay at a lower stage, than his pay in existing same scale (provided it is not at the minimum of the revised scale of pay), the date of his next increment in the revised scale, would be the day following the appointed day. A question has been raised as to whether this benefit is admissible to such an employee even if he gets the Selection Grade w.e.f. 1-4-79. It is clarified that such an employee who was at the same stage as that of his junior in the time scale (revised) on 1.4.79, is also entitled to the next increment in the time scale on 2.4.1979 and consequential refixation of his pay in the Selection Grade as laid down in note 12 below rule 4.13 of C.S.R. Volume I, Part I.

Yours faithfully,

Sd/-

Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 1/269/2PR(FD)-81**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 20th November, 1981**

**Subject : Clarification regarding grant of Selection Grade.**

Sir,

I am directed to invite a reference to Haryana Govt. letter No. 3/2/1PR(FD)-80, dated 24-8-1981 on the above subject and to say that consequent upon the revision of pay scales, selection grades have been introduced against some posts for the first time with effect from 1-4-1979. A question has been raised as to the manner in which the pay of an employee who holds that post in an officiating/substantive capacity or holds a lien on that post and has become entitled to the Selection Grade for the 1<sup>st</sup> time is to be fixed in the selection grade post. It is clarified that, in such cases, a pay of the employee is to be fixed initially in the time scale of that post and thereafter his pay be re-fixed in the selection grade post with reference to pay in the time scale of that post, in accordance with the instructions contained in letter dated 24-8-1981, referred to above.

Receipt of these instructions be acknowledged.

Yours faithfully,

*Sd/-*

(N. K. GARG)

Joint Secretary Finance (B),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 3/2/1PR(FD)-80.**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh

**Dated, Chandigarh, the 24th August, 1981****Subject : Clarification regarding grant of Selection Grades.**

Sir,

I am directed to invite a reference to Finance Department letter No. 3/2/1 PR(FD)-80, dated 6th October, 1980, on the above subject wherein it was clarified that the number of selection grade posts should be calculated on the permanent posts and not on temporary posts. The matter has been reconsidered and it has been decided that for the purpose of calculating selection grade posts, the permanent posts as well as temporary posts in a cadre which have remained in existence for more than three years should be taken into account. However, while making calculations, the fraction of three and above may be considered as a whole number.

2. It has also been decided that for the computation of selection grade post in a cadre, the minimum number of posts in that cadre must be three, if the selection grade stands sanctioned at 20% of the cadre and for a cadre strength of three to seven posts, the selection grade at 20% would be admissible to one post only.

3 Attention is also invited to Note 12 below Rule 4.13 of Punjab Civil Service Rules, Volume I, Part I, where it has been laid down that normally no pay higher than the substantive pay is admissible on an officiating appointment to a selection grade post which does not involve assumption of duties and responsibilities of greater importance and that the pay in such cases should be fixed in the selection grade under the provisions of Rule 4.4(a) (ii) of Punjab Civil Service Rules, Volume I, Part I. The matter has been considered afresh and it has been decided that the pay of the employees, on appointment to the selection grade post, may be fixed at a stage in the selection grade next above his pay at the relevant stage of the time scale and the date of his next increment would be on completion of one year. However, if at any stage, thereafter, the pay of an employee in his time scale happens to be more than or equal to his pay in the selection grade, he would be entitled to re-fixation of pay in the selection grade posts on the analogy of rule 4.14 of Punjab Civil Service Rules, Volume I, Part I. Necessary amendment in the rules, in this behalf, will be made in due course. These orders will take effect from 1<sup>st</sup> April, 1979. It is requested that the pay of the employees in the selection grade posts may be fixed/re-fixed accordingly.

The receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

(N. K. GARG)

Joint Secretary Finance (B)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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Copy of letter **No. 1/34/4PR(FD)-81, dated 10th February, 1981** from Secretary to Government Haryana, Finance Department, to all Heads of Departments, Commissioners, Ambala/Hisar Divisions, Deputy Commissioners and Sub Divisional Officers in Haryana and Registrar, Punjab & Haryana and Registrar, Punjab & Haryana Court, Chandigarh.

**Subject :** Grant of Selection Grade to Clerks.

I am directed to say that under the revised scales pay the Clerks have been given a time scale of Rs. 400-660 and a selection grade of Rs. 480-760, where as the Steno-typist have not been given any selection grade in addition to their pay scale of as. 400-660 plus special pay of Rs. 25/- per month. A doubt has been raised by some departments, whether the steno-typists, who have lien on the post of clerk, are also entitled to a Selection grade of Rs. 480-760 plus Rs. 25/- special pay on their turn for the post of clerk. It is clarified that selection grade is not admissible in the cadre of steno-typists and that such steno-typists can revert back to the post of clerk and then get the Selection grade.

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***These instructions have been modified vide  
No. 3/2/1PR(FD)-80, dated 24.08.1981.***

**No. 3/2/1PR(FD)-80**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers(Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 6th October, 1980**

**Subject : Clarification regarding grant of Selection Grade.**

Sir,

I am directed to refer to the subject cited above and to say that doubts have been expressed in certain quarters as to whether Selection Grade admissible to various categories of employees is to be given on the permanent cadre strength or on the permanent and temporary strength of a cadre. It is clarified that the number of Selection Grade posts is to be calculated on the permanent strength (and not temporary) of the post for which selection Grade has been allowed. However, while making calculations, the fractions of three and above may be treated as a whole number. For example, if there are 13 permanent posts in a cadre, the number of Selection Grade posts would be three, but if there are 12 permanent posts, the number of Selection Grade posts would be two only.

2. Receipt of this communication may please be acknowledged.

Sd/-  
(L. M. Goyal)  
Joint Secretary Finance(B),  
for Secretary to Government, Haryana,  
Finance Department.

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***These instructions have been modified partly vide  
No. 3/2/1PR(FD)-80, dated 24.08.1981.***

**Officiating appointment to Selection Grade Posts.—** Normally no pay higher than the substantive pay is admissible on an officiating appointment to a selection grade post which does not involve assumption of duties or responsibilities of greater importance except where such a post has been included in the Schedule to rule 4.13 of Punjab Civil Service Rules, Volume I, Part I. It has now been decided in relaxation of the provisions of rule 4.13 *ibid*, that—

- (i) officiating appointments to the Selection Grade may be permitted in such cases;
- (ii) the pay in such cases may be fixed in the Selection Grade under the provisions of rule 4.4 (a) (ii) of the Punjab Civil Services Rules, Volume I, Part I; and
- (iii) the benefit of the "Next below Rule" may be extended in such cases, subject to all the conditions of that rule being satisfied.

These orders take effect from the date of issue.

**(No. 3291-(1)FR-II-64/5805, dated 9th July, 1964).**

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***These instructions have been Modified vide No. 1/2(1) 85-3FR(I),  
Dated 23.03.1985 and discontinued w.e.f. 01.03.1991 vide  
No. 6/1(1)/87-3FR-I, Dt. 28.02.91.***

**No. 6/1(8)/79-1FR-I**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
The Commissioners Ambala/Hisar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 20th July, 1981**

**Subject : Introduction of incentives among Haryana Govt. employees for promoting the small family norms.**

Sir,

I am directed to say that the question of providing further incentive to promote the Small family norms among the Haryana Govt. employees has been under the consideration of the Govt. for some time past. It has now been decided that Haryana Govt. employees who under-go sterilization after having two or three surviving children may be granted a special increment in the form of personal pay not to be absorbed in future increases in pay either in the same post or promotion to higher posts. The rate of personal pay would be equal to the amount of the next increment due at the time of grant of the concession and will remain fixed during the entire service. In the case of persons drawing pay at the maximum the rate or personal pay would be equal to the amount of the increment last drawn. The grant of the concession will be subject to the following conditions:

- (i) The Government employees must be within the reproductive age group. In the case of a male Government employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female Government employee, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The Government employees should have two or three living children.
- (iii) The sterilization operation must be conducted and the sterilization certificate must be issued by a Govt. hospital. Where this is not possible the sterilization operation must be conducted and the sterilization certificate issued by an institution recognized by State/Central Government for this purpose.
- (iv) The sterilization operation can be undergone either by the Government employee or his/her spouse provided the condition at Sl. No. (i) to (iii) above are fulfilled.

- (v) The concession will be admissible only to the Government employees who undergo the sterilization operation on or after the date of issue of these orders.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 20th July, 1981

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information & necessary action.

*Sd/-*  
Under Secretary Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

A copy is forwarded to the:

The Financial Commissioners, Revenue, Haryana.  
All Administrative Secretaries to Government,  
Haryana for information & necessary action.

*Sd/-*  
Under Secretary Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioners Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 20th July, 1981

A copy is forwarded to the Principal Secretary/Private Secretaries/Secretaries to the Chief Minister/Ministers/Deputy Ministers/Parliamentary Secretary for information of the Chief Minister/Ministers/Parliamentary Secretary.

*Sd/-*  
Under Secretary Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Deputy Ministers/Parliamentary Secretary.

U.O. No. 6/1(8)/79-1FR-I

Dated, Chandigarh, the 20th July, 1981.

\*\*\*\*\*

***These instructions have been Modified partly vide No. 6/1(8) 87-3FR(I), Dt. 22.03.1988 and incentive for Small Family Norms was discontinued w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(8)/79-1FR-I**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners Ambala/Hisar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh the 24th November, 1981**

**Subject :** Introduction of incentives among Haryana Govt. employees for promoting the small family norms.

Sir,

I am directed to invite a reference to the instructions contained in F.D's letter No. 6/1(8)/79-1FR-I, dated the 20<sup>th</sup> July, 1981 on the subject noted above and to say that for implementation of these instructions, the following points are clarified:-

Sr. No.	Points	Clarification
1.	How is the special increment to be regulated when an official qualifies for it while serving outside the cadre on deputation/foreign service or transfer? Whether it would be admissible over and above the 'NBR' benefit.	The rate of special increment to be given in the form of personal pay would be determined with reference to employee's parent grade only whether he draws his grade pay plus deputation allowance or pay in the scale of the deputation post. No deputation allowance would be admissible on the personal pay.  The special increment will be admissible in addition to 'NBR' benefit.
2.	Whether the special increment would continue to be drawn at the same quantum even on reversion from a deputation post or on reversion from a higher officiating appointment?	The employee would continue to draw the special increment at the same quantum on his reversion from a deputation post, or on reversion from a higher officiating/appointment.
3.	Whether the personal pay would be taken in to account for fixation of pay on promotion and if so, what is the significance of the expression that personal pay is not to be absorbed in future increases in pay in the same post or on promotion to higher post.	The special increment to be granted in the shape of personal pay is not to be taken in to account for fixation of pay on promotion. The idea is that the benefit of personal pay should continue to be available to him at the same rate even after his promotion.

Sr. No.	Points	Clarification
4.	Whether the personal pay would be withheld where an official qualifies for it while he is held up at the stage of efficiency bar or when he is reduced to a lower stage of the same time scale or reduced to a stage in the lower grade.	The benefit of special increment would be allowed even if the employee is held up at the Efficiency Bar stage of his time scale. Since the benefit is to be allowed in the shape of personal pay, the grant of the same should not amount to the crossing of E.B. by the employee concerned. Once the employee gets the benefit of special increment at a particular rate, he would continue to draw the same even if he is reduced to a lower stage in his time scale of pay or reduced to a lower service, grade, post, by way of penalty.
5.	Whether personal pay would be allowed when an employee qualifies for it during the period when he is placed under suspension? If he had already qualified for it before he was placed under suspension, whether the personal pay will be taken in to account in the computation of subsistence allowance.	During suspension, the Govt. servant draws subsistence allowance only. There would, therefore, be no question to grant him the benefit of special increment if he becomes entitled to that when he is placed under suspension. However, if he qualifies for the benefit before he is placed under suspension the personal pay would be taken in to account in the computation of subsistence allowance.
6.	How is the personal pay to be regulated when an official qualifies for it during regular leave with or without allowances? Will it be taken in to account in the computation of leave salary if he qualifies for it before he proceeds on regular leave.	During regular leave, the Govt. servant draws leave salary. Therefore, he would not be given the benefit of special increment during the leave period. However, if he qualifies for the benefit before he proceeds on leave, the special increment would be taken in to account in the computation of leave salary.
7.	Whether the personal pay would be admissible during the period an employee is deputed for training.	If a training for which a Govt. servant is deputed is in public interest and he gets the pay and allowances of the post from which he is sent on training, the benefit of personal pay would be admissible.
8.	Whether the personal pay would be allowed over and above the other cash incentives given?	The personal pay would be admissible over and above the other cash incentive.
9.	Whether the monetary benefit of the special increment will be given effect to from the first day of the calendar month as in the case of normal increment or from the date of sterilization.	For administrative convenience, the benefit should be allowed from the 1 <sup>st</sup> of the month following the date of sterilization.
10.	Whether the benefit of personal pay can be drawn by both husband and wife who are both husband and wife who are Govt. employees in case the sterilization operation is undergone by either of them or both of them.	The personal pay can be drawn by either the husband or the wife and there is no objection to the choice being left to them so that they can choose the higher of the increments available to them.
11.	Who is to sanction the personal pay?	The personal pay can be sanctioned by the head of the office by issue of a suitable office order after satisfying himself that the conditions prescribed in F.D.'s letter No. 6/1(8)/79-1FR-I, dated the 20 <sup>th</sup> July, 1981 are satisfied.

Sr. No.	Points	Clarification
12.	Whether the benefit of special increment would be admissible to those Govt. employees who have one child or more than three children and are within the reproductive age group, if they undergo sterilization operation?	No. A family consisting of two or three children has been taken to be an ideal family and, therefore, the benefit of special increment for undergoing sterilization operation would not be admissible to those Govt. servants who have one child or more than three children irrespective of their being within the reproductive age group.
13.	Whether a Govt. servant who had undergone a sterilization operation prior to the date of issue of F.D's letter No. 6/1(8)/79-1FR-I dated the 20 July, 1981 can be granted the benefit of special increment.	No. the orders contained in F.D.'s letter No. 6/1(8)/79-1FR-I, dated the 20 <sup>th</sup> July, 1981 take effect from the date of issue i.e. 20-7-81.
14.	Whether other allowances are admissible on the personal pay.	Special increment to be granted in the form of personal pay is to be treated as pay for all purposes as laid down in No. 3 above.

Yours faithfully,

Sd/-

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***Incentive of small family Norms was discontinued from fresh cases w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(8) 79-1FR-I**

From

The Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Department,  
The Commissioners Ambala/Hisar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 13th July, 1982**

**Subject :** Introduction of incentives among Haryana Govt. employees for promoting the small family norms.

I am directed to invite a reference to the Finance Department circular letter of even number dated the 20th July, 1981 on the subject noted above and to say that clarification has been sought by some Departments that if an employee gets himself sterilized after having two or three surviving children and the next increment due is at the stage of jump, which comprises increase equal to two or three increments, at which rate he should be given the benefit of special increment, in the form of personal pay. In the revised pay scale increase equal to two or three increments has been provided at the stage of jumps and the eligibility criteria for crossing such jumps is the same as for actual promotion to the higher grade. Only such employees who are assessed as fit for promotion in their turn are to be allowed to cross the jump. It is, therefore, clarified that in such cases the rates of personal pay should be equal to the amount of increment already earned by the employee before getting himself sterilized.

2. There instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Joint Secretary Finance,  
for Commissioner Secretary to Govt., Haryana,  
Finance Department.

\*\*\*\*\*

***These instructions have been Modified vide No. 1/2(1) 85-3FR(I), Dated 23.03.1985 and Incentive of small family Norms was discontinued for fresh cases w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(8)/79-1FR-I**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Department,  
The Commissioners Ambala/Hisar Divisions and  
All Deputy Commissioner and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 20th April, 1984**

**Subject : Introduction of incentives among Haryana Govt. employees for promoting the Small Family Norms.**

Sir,

I am directed to invite a reference to Finance Department's circular letter of even number dated the 20<sup>th</sup> July, 1981 on the subject noted above and to say that clarification has been sought by some Departments whether the special increment in the form of personal pay has to be given to the work-charged establishment and the employees working on adhoc basis. In this connection it is clarified that the incentive of one increment for promoting the small family norms has been given to Haryana Government employees whose appointment is regular and not to the categories of employees mentioned above.

These instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Joint Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*



***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 1/2(I)/85-3FR-I**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 23rd March, 1985**

**Subject :** Introduction of incentives among Haryana Government employees for promoting small family norms.

Sir,

I am directed to invite a reference to the Finance Department circular letter No. 6/1/(8) 79-1FR-I, dated the 20<sup>th</sup> July, 1981 on the subject noted above and to say that condition No. (iii) in the above mentioned letter shall be substituted from the date of these orders, as under:-

“The sterilization operation must be performed in medical institution run by the Haryana Government or a doctor recognized, employed or engaged by Haryana Government for this purpose. Where this is not possible the sterilization operation must be conducted and the sterilization certificate issued by an institution recognized by State/Centre Government for this purpose”.

2. After condition No. (v), the following condition No. (vi) shall be added as:-  
“The concession will also be admissible to :—

- (a) Work-charged employees with 4 years' service or more;
- (b) Adhoc employees with 2 years' service or more;

who undergo the sterilization operation on or after the date of issue of these instructions.

Yours faithfully,

Sd/-  
(MEENAXI ANAND CHAUDHRY)  
Joint Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)/87-3FR-I**

From

Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala and Hisar Divisions,  
All Deputy Commissioners in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 4th June, 1987**

**Subject : Freezing of personal pay on account of sterilization operation.**

Sir,

I am directed to refer to the subject noted above and to say that the Haryana Govt. has revised the pay scales of its employees w.e.f. 1.1.86 but decision in regard to personal pay on account of sterilization operation is yet to be taken. Accordingly, the State Govt. has decided to freeze the amount of this personal pay to the extent of the amount they have drawn before the issuance of notification of the revised pay scales.

2. This amount will not qualify for calculation of D.A. etc. till a final decision is taken.

Yours faithfully,

Sd/-  
Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 6/1(1)/87-3FR-I.

Dated, Chandigarh, the 4<sup>th</sup> June, 1987

A copy is forwarded to the Accountant General, Haryana, (i) A&E, (ii) Audit, Chandigarh, for information.

Sd/-  
Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 1/2(6)/86-3FR-I**

From

Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala and Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court,  
All District & Session Judges in Haryana.

**Dated, Chandigarh, the 5th June, 1987**

**Subject :** Incentives among Haryana Govt. employees for promoting small family norms – Counting of incentive increment towards pension/ family pension.

Sir,

I am directed to invite a reference to Finance Department letter No. 6/1(8)/79-1FR-I dated the 20<sup>th</sup> July, 1981, vide which a special increment in the form of personal pay (not to be absorbed in any future increases in pay), has been allowed to Haryana Govt. employees for adopting small family norms.

2. The matter relating to counting of this personal pay towards pension/family pension was engaging the attention of the Govt. for sometime past. It has not been decided that since special increment as incentive for promoting small family norms is a granted in the form of "Personal Pay" which is considered as pay under rule 2.44(a) of CSR Vol. I, Part I this increment forms part of the "emoluments for the purpose of pension/family pension".

Yours faithfully,

Sd/-

Joint Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(8)/87-3FR(I)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh,

**Dated, Chandigarh the 22nd March, 1988**

**Subject : Introduction of incentives among Haryana Govt. employees for promoting the small family norms.**

Sir,

I am directed to invite a reference to the instructions contained in F.D.'s letter Nos. 6/1(8)/79-1FR(I) dated 20<sup>th</sup> July, 1981 and 6/1(8)/79-1FR(I) dated 24<sup>th</sup> Nov., 1981 wherein it was provided to grant a special increment as an incentive to promote small family norm with certain other conditions mentioned therein. This incentive was provided to be given to those employees who or their spouse undergo sterilisation operation after having two or three surviving children. While considering this incentive a family consisting of two or three children was taken to be as ideal family and, therefore, the benefit of special increment for undergoing sterilization operation after one child was not made admissible.

2. From time to time, representations have been received for allowing special increment to Govt. servants who or whose spouse has undergone sterilization after one child. The matter has been considered at length and it has been decided that employees or their spouse who undergo sterilization operation after having one surviving child may also be granted special incentive increment. Other condition laid down in the Finance Department letters quoted above will, however, remain unchanged.

3. The concession will be admissible only to these employees who or whose spouse undergo the sterilisation operation on or after 6<sup>th</sup> December, 1985 i.e. the date with effect from which the Govt. of India allowed this concession to Central Government employees.

Yours faithfully,

Sd/-  
Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)-87-3FR-I**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 10th January, 1989**

**Subject : Grant of incentives to Haryana Government employees adopting small family norms.**

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department letter No. 6/1(8)/79-1FR-I dated the 20<sup>th</sup> July, 1981 on the subject noted above wherein it was provided that Haryana Govt. employees who undergo sterilization after having two or three surviving children be granted a special increment in the form of personal pay not to be absorbed in future increases in pay either in the same post or promotion to higher post. Consequent upon the revision of pay scales from 1.1.1986, the Haryana Govt. have examined the matter at length and it has now been decided that the Govt. employees who had undergone sterilization on or before 29.4.1987 and were already in receipt of special increment may be granted double the rate of initial increment in the revised pay scales (made applicable w.e.f. 1.1.1986) corresponding to the pre-revised scale in which the employee was initially granted special increment. The doubled amount will be admissible from the date of option for the revised pay scale. The employees who undergo sterilization on or after 30.4.1987 will be granted personal pay equal to the amount of the next increment due at the time of grant of concession in the revised pay scales.

2. These orders may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R)

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised partly vide No. 6/1(1)/87-3FR-I, Dated 06.05.1991 & No. 1/2(8)/97-3FR-I, Dt. 31.03.1999 and clarified vide No. 6/1(1)/87-3FR-I, Dt. 16.06.1989 and Incentive of Small Family Norms for fresh cases was discontinued w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)-87-3FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala and Hisar Divisions,  
Deputy Commissioner, and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 19th May, 1989**

**Subject : Grant of incentive to Haryana Government employees adopting small family norms.**

Sir

In super session of Haryana Govt. Finance Department letter No. 6/1(1)-87-3FR-I, dated 10th January, 1989 on the subject noted above, I am directed to say that after careful reconsideration of the matter the Govt. has now decided that:

- (i) The rate of personal pay in respect of those Haryana Govt. employees who had adopted the small family norms prior to 29-4-87 i.e. the date of notification of the Haryana Civil Services (Revised Pay) Rules, 1987 will continue getting the personal pay equivalent to the amount they were drawing as personal pay in the pre-revised scale + ADA admissible on that personal pay as on 31-12-85.
  - (ii) The employees who had undergone or will undergo sterilization on or after 29-4-87 will get the personal pay as per the present policy contained in Haryana Govt. letter No. 6/1(8)-79-1FR-I, dated 20-7-81.
2. No DA/ ADA would be admissible on this personal pay.
  3. The payments on account of personal pay involving a fraction of a rupee shall be rounded off to the next higher rupee.
  4. The other conditions as laid down in Haryana Govt. Finance Department letter No. 6/1(8)-79-1FR-I, dated 20-7-81 will remain unchanged.

Yours faithfully,

Sd/-

(J.P. NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)-87-3FR-I**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments/  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 16th June, 1989**

**Subject :** Grant of incentives of Haryana Government employees adopting small family norms - (Revision).

Sir,

In continuation of Haryana Government, Finance Department letter No. 6/1(1)-97-3FR-I dated the 19<sup>th</sup> May, 1989, on the subject noted above. I am directed to say that the instructions issued vide letter under reference will be effective from 1.1.1986. It is further clarified that ADA means Dearness Allowance as on 31.12.1985.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)/87-3FR-I**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana, High Court, Chandigarh.

**Dated, Chandigarh, the 24th July, 1989**

**Subject : Grant of incentives to Haryana Government employees adopting small family norms.**

Sir,

I am directed to refer to the Haryana Government Finance Department letter No. 6\1(1)/87-3FR-I dated the 19<sup>th</sup> May, 1989 on the subject noted above where in rates of personal pay of Haryana Government employees were revised. Some of the Departments have sought clarifications as to whether the personal pay in the revised pay scales is to be counted as 'pay' for the purpose of granting benefits of House Rent Allowance, C.C.A. and TA/DA as defined in CSR Vol. I, Part I, Rule 2.44(a) (ii). In this respect it is clarified that personal pay in the revised pay scales may be counted as 'pay' as defined in CSR Vol. I, Part I, Rule 2.44(a) (ii) for all purposes except Dearness Allowance/Addl. Dearness Allowance & pensionary benefits subject to the condition that ceiling of HRA/CCA given as per Haryana Govt. Finance Department letter No. 52-2 FICW-88 dated 12-2-88 and No. 6/1/88-3FR-II dated 1-2-88 will remain the same.

2. It is requested that these instructions may please be brought to the notice of all the employees working under them.

Yours faithfully,

Sd/-

(J.P. Narang)

Joint Secretary Finance (R),  
for Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)/87-3FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh the 25th April, 1990**

**Subject :** Grant of incentives to Haryana Government employees adopting small family norms.

Sir,

In continuation of Haryana Govt. Finance Department, letter No. 6/1(1)/87-3FR-I, dated the 19<sup>th</sup> May, 1989, on the subject noted above, I am directed to say that if an employee in receipt of increment for promoting small family, remarries, he no longer remains entitled to this incentive from the date of remarriage.

2. These orders may please be brought to the notice of all concerned.

Yours faithfully,

*Sd/-*

(J.P.NARANG)

Joint Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 6/1(1)-87-3FR-I

Dated, Chandigarh the 25.4.90

A copy is forwarded to the Accountant General (i) Accounts & Entitlement, (ii) Audit, Haryana, Chandigarh for information and necessary action.

*Sd/-*

(J.P.NARANG)

Joint Secretary Finance (R)  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.**

**No. 6/1(1)-87-3FR-II**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh the 28th February, 1991**

**Subject : Grant of incentives to Haryana Government employees adopting small family norms.**

Sir,

In super session of Haryana Government, Finance Department letter Nos. (1) 6/1(8)/79-1FR-I, dated 20.7.81 (2) 6/1(8)/79-1FR-I, dated 24.11.81 (3) 1/2(1)/85-3FR-I, dated 23.3.85 (4) 1/2(6)/86-3FR-I, dated 5.6.87 (5) 6/1(1)/87-3FR-I, dated 10.1.89 (6) 6/1(1)/87-3FR-I, dated 19.5.89 (7) 6/1(1)/87-3FR-I, dated 16.6.89 (8) 6/1(1)/87-3FR-I, dated 24.7.89 and 6/1(1)/87-3FR-I, dated 25.4.90 on the subject noted above, I am directed to say that this incentive will no longer be given to the Haryana Government employees with effect from 1-3-1991. Those who are already getting it, will continue to do so.

2. Strict compliance of this decision may kindly be ensured.

Yours faithfully,

Sd/-

(R.P. Sukhija)

Deputy Secretary Finance (R),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***These instructions have been Modified vide No. 1/2(8)/97-3FR-I, Dated 31.03.1999 and Incentive for Small Family Norms was discontinued 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)/87-3FR-I**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh,

**Dated, Chandigarh the 6th May, 1991**

**Subject : Grant of incentives to Haryana Government employees adopting small family norms.**

Sir,

I am directed to refer to the Haryana Govt. Finance Department letter No. 6/1(1)/87-3FR-I dated the 19<sup>th</sup> May, 1989 on the subject noted above and to say that some departments have sought clarification regarding the admissibility of Departments have sought clarification regarding the admissibility of Dearness Allowance on Personal Pay as on 31.12.85. The matter was under consideration of the Govt. for some time past. It is now clarified that the Dearness Allowance admissible on 31.12.85 on Personal Pay in respect of those Haryana Govt. employees who had adopted the small family norms prior to 29.4.87 should be calculated on the basis of Personal Pay only and not on the basis of Basic Pay plus Personal Pay. It is further clarified that the range of pay to calculate the admissibility of Dearness Allowance should be treated the pay he was drawing on 31.12.85 as tabulated below:

Pay scale on 31.12.85	Pay on 31.12.85	Personal on 31.12.85	Total pay	Rate of D.A. admissible on 31.12.85	D.A. admissible on P.P. on 31.12.85
1	2	3	4	5	6
400-600	600/-	20/-	620/-	78.75%	$\begin{array}{r} 20 \times 78.75\% \\ \hline 100 \end{array} = 15.75$ <p style="text-align: right;">i.e. 16/-</p>
Personal Pay to be fixed on 1.1.86 as 20.00+16/- = Rs. 36/-					
700-1250	1250/-	50/-	1300/-	78.75%	$\begin{array}{r} 50 \times 78.75\% \\ \hline 100 \end{array} = 39.37$ <p style="text-align: right;">i.e. 40/-</p>
Personal Pay to be fixed to be fixed on 1.1.86 as 50.00 + 40/- = Rs. 90/-					

2. The other conditions as laid down in the above referred letter dated 19<sup>th</sup> May, 1989 will remain unchanged.

3. These orders may please be brought to the notice of all concerned working under them.

Yours faithfully,

Sd/-  
(NALINI KUMAR)  
Officer on Special Duty (Planning),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 6/1(1)/87-3FR-I

Dated, Chandigarh the 6<sup>th</sup> May, 1991

A copy is forwarded to the Accountant General, (A&E)/Audit, Haryana, Chandigarh, for information and necessary action.

Sd/-  
(NALINI KUMAR)  
Officer on Special Duty (Planning),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Govt. Haryana, for information and necessary action.

Sd/-  
(NALINI KUMAR)  
Officer on Special Duty (Planning),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana, &  
All Administrative Secretaries to Govt. Haryana.

U.O. No. 6/1(1)/87-3FR-I

Dated, Chandigarh the 6<sup>th</sup> May, 1991.

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***These instructions have been Modified vide No. 1/2/(5)/95-3FR-I, Dt. 11.12.1995 and Incentive for Small Family Norms was discontinued w.e.f. 01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)/87-3FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
All Commissioners of Ambala, Gurgaon,  
Hisar and Rohtak Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 20th July, 1993**

**Subject : Grant of incentive to Haryana Government employees adopting small family norms.**

Sir,

I am directed to refer to Haryana Government Finance Department letter No. 6/1(1)/87-1FR-I dated 20-7-81 on the subject noted above vide which a special increment in the form of personal pay was granted to Haryana Government employees who had undergone sterilisation operation after having two or three surviving children on or after 20-7-81. The employees of the various departments of Haryana Govt. who had undergone sterilisation operation before 20-7-81 had filed the civil writ petition Nos. 10958/89, 7808/89, 7911/89, 13427/89, 3272/90, 11360/90, 4322/91, 14713/90, 8448/91, 11712/90 and 9344/89 in the Hon'ble Punjab & Haryana High Court against above said policy decision agitating therein that they were also entitled for the similar benefit. The Hon'ble High Court had accepted these civil writ petitions.

2. In view of the court's decision it has now been decided that those Govt. employees who had undergone sterilisation operation prior to 20-7-81 will also be given this benefit w.e.f. 20-7-81. However, they will not be given any arrears till the date of issue of these instructions. The petitioners of the above said writ petitions will, however, be entitled for arrears of 38 months prior to the date of filing the civil writ petitions.

3. The other terms and conditions for the grant of a special increment in the form of personal pay will be the same as contained in Haryana Government Finance Department letter No. 6/1(1)/87-1FR-I dated 20-7-81 and the subsequent instructions issued on the subject from time to time.

4. These instructions may please be brought to the notice of all concerned working under your control.

5. Receipt of these instructions may kindly be acknowledged.

Yours faithfully,  
Sd/-  
(Manju Gupta)  
Joint Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 6/1(1) 87-3FR-I

Dated, Chandigarh the 20<sup>th</sup> July, 1993

A copy is forwarded to the Accountant General (Audit) and (Accounts) Haryana Chandigarh for information and necessary action.

Sd/-  
(Manju Gupta)  
Joint Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners Haryana and All Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-  
(Manju Gupta)  
Joint Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

To

All the Financial Commissioners, Haryana.  
All Administrative Secretaries to Government Haryana.

U.O. No. 6/1(1) 87-3FR-I

Dated, Chandigarh the 20<sup>th</sup> July, 1993

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Ministers/Officers on Special Duty/Minister/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Minister/Ministers/Minister of State/Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-  
(Manju Gupta)  
Joint Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the Chief Ministers/Minister/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 6/1(1) 87-3FR-I

Dated, Chandigarh the 20<sup>th</sup> July, 1993.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 6/1(1)/87-3FR-I**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, Commissioner of Divisions,  
All the Deputy Commissioners &  
Sub Divisional Officers (Civil) in the Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh the 1st October, 1993**

**Subject :** Grant of incentive to Haryana Govt. employees adopting small family norms.

Sir,

I am directed to refer to Haryana Govt. Finance Department circular letter No. 6/1(1)/87-3FR-I dated 20.7.93 on the subject noted above and to say that the letter referred bearing No. 6/1(1)/87-1FR-I dated 20.7.81 may be read as letter No. 6/1(8)/79-1FR-I, dated 20.7.81.

Yours faithfully,

Sd/-

(S.B. Bhatia)

Under Secretary Finance

for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**IMMEDIATE****No. 1/2(5)/95-3FR-I**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.**Dated, Chandigarh, the 11th December, 1995****Subject : Grant of incentive to Haryana Government employees adopting small family norms.**

Sir,

I am directed to refer to Haryana Govt. Finance Department circular letter No. 6/1(1)/87-3FR-I dated 20.7.1993 on the subject noted above and to say that in compliance with the orders of Hon'ble Punjab and Haryana High Court passed in civil writ petition No. 18493 of 1994, Duli Chand v/s State of Haryana and others, it has now further been decided to grant the arrears of 38 months of one special increment in the form of personal pay prior to 2.11.1995 (date of Judgement) to all eligible Govt. servants even those who have either did not make any representation to the competent authorities or not approached any court of law or whose representations were already rejected but they fulfill the requisite conditions of Govt. letter dated 20.7.1981. Thus the actual benefit is to be given w.e.f. 1.9.1992 to 19.7.1993 as the employees have already been granted this benefit w.e.f. 20.7.1993. Therefore, it is requested that a list of all eligible Govt., employees may be prepared and examine their claims and grant the above benefit before 31.12.1995 positively to avoid contempt. A compliance report in this regard may also be submitted to Finance Department without further delay.

2. The other terms and conditions for the grant of this benefit will be the same as contained in Haryana Govt. Finance Department letter No. 6/1(8)/79-1FR-I, dated 20.7.1981 and letter No. 6/1(1)/87-3FR-I dated 20.7.1993 and the subsequent instructions issued on the subject from time to time.

3. These instruction may please be brought to the notice of all concerned working under their control for strict compliance.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Dr. Harbakhsh Singh)  
Joint Secretary Financefor Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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***Incentive for Small Family Norms was discontinued w.e.f.  
01.03.1991 vide No. 6/1(1)/87-3FR-I Dt. 28.02.91.***

**No. 1/2(8)/97-3FR-I**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana,  
The Registrar Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 31st March, 1999**

**Subject : Grant of incentives to Haryana Government employees adopting small family norms.**

Sir,

I am directed to refer to the Haryana Government Finance Department's letter No. 6/1(1)/87-3FR-I, dated the 6th May, 1991 on the subject noted above in which it was clarified that the Dearness Allowance admissible as on 31.12.1985 on personal pay in respect of those Haryana Government employees who had adopted the small family norms prior to 29.04.1987 should be calculated on the basis of personal pay only and not on the basis of Basic Pay plus personal pay. The matter was considered by the State Government at length and after careful consideration, it has been decided to further clarify that the Dearness Allowance admissible as on 31.12.1985 on personal pay in respect of these Haryana Government employees who had adopted the small family norms prior to 29.4.1987 should be calculated on the basis of personal pay only without viewing the ceiling of Dearness Allowance as enunciated in Finance Departments letter No. 4/1/85-3FR-II/139 dated 3.2.1986 as tabulated below:-

Pay scale on 31.12.85	Pay on 31.12.85	Personal pay on 31.12.85	Total pay	Rate of D.A. admissible on basic pay on 31.12.85	D.A. admissible on P.P. on 31.12.85
1	2	3	4	5	6
400-600	600/-	20/-	620/-	96.5%	$\frac{20 \times 96.25}{100} = 19.25$ =20/-

Personal pay to be fixed on 1.1.86 as 20+20=40/-

Pay scale on 31.12.85	Pay on 31.12.85	Personal pay on 31.12.85	Total pay	Rate of D.A. admissible on basic pay on 31.12.85	D.A. admissible on P.P. on 31.12.85
1	2	3	4	5	6
700-1250	1250/-	50/-	1300/-	78.75%	$\frac{50 \times 78.75}{100} = 39.37$ = 40/-

Personal pay to be fixed on 1.1.1986 as 50+40=90/-

Pay scale on 31.12.85	Pay on 31.12.85	Personal pay on 31.12.85	Total pay	Rate of D.A. admissible on basic pay on 31.12.85	D.A. admissible on P.P. on 31.12.85
1	2	3	4	5	6
800-1600	1400/-	50/-	1450/-	78.75%	$\frac{50 \times 78.75}{100} = 39.37$ = 40/-

Personal pay to be fixed on 1.1.1986 as 50+40=90/-

2. The other conditions as laid down in the letter dated 19<sup>th</sup> May, 1989 will remain unchanged and the subsequent instructions issued on the subject from time to time.
3. These instructions may please be brought to the notice of all concerned working under them.
4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(K.K. JALAN)

Commissioner & Special Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*



**No. 1/35/06-1Pension**

From

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 8th December, 2006****Subject : Fixation of pay of military pensioners on re-employment in Civil Departments.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/2(3)91-3FR-I dated 1<sup>st</sup> July, 1992 on the subject noted above according to which pension upto Rs. 500/- is being ignored in fixation of the pay of Ex-servicemen on re-employment in Civil Department.

2. Consequent on the revision of the pay scales with effect from 1<sup>st</sup> January, 1996 and the liberalization of the pension rules, the question of raising this limit has been under consideration of the Government. The Governor of Haryana is pleased to decide that in the case of re-employed ex-servicemen the pension as shown below may be ignored in fixing their pay on re-employment in the Civil Departments :-

- (i) In the case of service officers belonging to the Defence Forces, the first Rs. 1500 of pension.
- (ii) In the case of personnel below Commissioned Officers rank, the entire pension.

**Note :-** Further it is clarified that in fixing the initial pay of re-employed pensioners, the pension equivalent of gratuity may not be deducted from the pay so fixed.

3. These orders will take effect from the date of issue and the existing limit of military pension to be ignored in fixing pay of re-employed military pensioners will, therefore, cease to be applicable to cases of such pensioners as are re-employed on or after the date of issue of these orders. In the case of those military pensioners who are already on re-employment, the pay may be refixed on the basis of these orders with immediate effect provided they opt to come under these orders. If they so opt, their pay should be determined afresh as if they have been re-employed for the first time from the date of issue of these orders. The option should be exercised in writing within a period of three months front the date of issue of these orders. The option once exercised shall be final.

4. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(H. R. Arora)

Accounts Officer (Pension),

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 1/35/06-1Pension, Dated 08.12.2006.***

**No. 1/2(3)/91-3FR-I**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments, Commissioners of Divisions,  
Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 1st July, 1992**

**Subject :** Fixation of Pay of Military Pensioners on re-employment in Civil Department.

Sir,

I am directed to invite a reference to Finance Department circular No. 1/2(5)/78-1FR-I dated 27.5.83 on the subject noted above according to which pension upto Rs. 250/- is being ignored in fixation of the pay on reemployment in Civil Department of Ex-servicemen who retire before attaining the age of 55 years.

2. Consequent on the revision of the pay scales with effect from 1<sup>st</sup> January, 1986 and the liberalization of the pension rules, the question of raising this limit has been under consideration of the Government. The Governor of Haryana is pleased to decide that in the case of those ex-service men retiring before attaining the age of 55 years, the pension as shown below may be ignored in fixing their pay on re-employment in the Civil Departments:

- (i) in the case of service officers, belonging to the Defense Forces, the first Rs. 500/- of pension.
- (ii) in the case of personnel below Commissioned Officers rank, the entire pension.

**Note :-** The pension for the purpose of these orders includes pension equivalent of gratuity and other form of retirement benefits.

3. These orders will take effect from the date of issue and the existing limit of military pension to be ignored in fixing pay of re-employed military pensioners will, therefore, cease to be applicable to cases of such pensioners as are re-employed on or after the date of issue of these orders. In the case of those military pensioners who are already on re-employment the pay may be refixed on the basis of these orders with immediate effect provided they opt to come under these orders. If they so opt, their terms would be determined afresh as if they have been re-employed for the first time from the date of these orders. The option should be exercised in writing within a period of four months from the date of issue of these orders. The option once exercised shall be Final.

4. Receipt of this letter my please be acknowledged.

Yours faithfully,

*Sd/-*  
(J.K. GUPTA)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

No. 1/2(3)/91-3FR-I

Dated, Chandigarh, the 1.7.92

A copy is forwarded to the Accountant General, Audit/Accounts, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
(J.K. GUPTA)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action.

*Sd/-*  
(J.K. GUPTA)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioners in Haryana and  
All Administrative Secretaries to Govt. Haryana.

U.O. No. 1/2(3)/91-3FR-I

Dated, Chandigarh the 1.7.1992

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Ministers/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for the information of the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

*Sd/-*  
(J.K. GUPTA)  
Joint Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Ministers/Ministers/Ministers of State/Chief Parliamentary  
Secretary/Parliamentary Secretary.

U.O. No. 1/2(3)/91-3FR-I

Dated, Chandigarh the 1.7.1992.

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***These instructions have been Revised vide  
No. 1/2(3)/91-3FR-I, Dated 01.07.1992.***

**No. 1/2(5)/78-1FR-I**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala and Hisar Divisions,  
All Deputy Commissioner and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 27th May, 1983**

**Subject :** Fixation of pay of military pensioners on re-employment in Civil Department.

Sir,

I am directed to invite a reference to Finance Department Circular letter No. 1/1(14)/78-2FR-II, dated the 4th October, 1978 on the subject noted above according to which pension upto Rs. 125/- is being ignored in fixation of the pay on re-employment in Civil Department of ex-servicemen who retire before attaining the age of 55 years.

2. Consequent on the revision of the pay scales with effect from 1st April, 1979 and the liberalisation of the pension rules the question of raising this limit has been under consideration of the Govt. The Governor of Haryana is pleased to decide that in the case of those ex-servicemen retiring before attaining the age of 55 years the pensions as shown below may be ignored in fixing their pay on re-employment in the Civil Departments :-

- (i) in the case of serving officers, the first Rs. 250/- of pension.
- (ii) in the case of personnel below Commissioned officers rank the entire pension.

**Note :-** The pension for the purpose of these orders includes pension equivalent of gratuity and other form of retirement benefits.

3. These orders will take effect from the date of issue and the existing limit of military pension to be ignored in fixing pay of re-employed military pensioners will, therefore, cease to be applicable to cases of such pensioners as are re-employed on or after the date of issue of these orders. In the case of those military pensioners who are already in re-employment, the pay may be refixed on the basis of these orders with immediate effect provided they opt to come under these orders, if they so opt their terms would be determined afresh as if they have been employed for the first time from the date of these orders. The option should be exercised in writing within a period of four months from the date of issue of these orders. The option once exercised shall be final.

4. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-  
Joint Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 1/1(14)-78-2FR-II**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
The Commissioners of Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 29th June, 1979****Subject : Fixation of pay of military pensioners on re-employment in Civil Departments.**

Sir,

I am directed to invite a reference to F.D.'s instructions contained in letter of even number dated the 4<sup>th</sup> October, 1978 on the subject noted above and to say that it has been further decided by the Govt. to extend the concession granted vide letter under reference to those ex-servicemen also who are re-employed in Civil Service on adhoc basis.

2. These orders will take effect from the date of its issue.

Yours faithfully,

*Sd/-*

Under Secretary Finance (R),  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 1/2(5)/78-1FR(I), Dated 27.05.1983 and clarified  
vide No. 1/2(5)/78-1FR-I, Dt. 28.09.1979.***

**No. 1/1(14)-78-2FR-II**

From

The Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court.

**Dated, Chandigarh, the 4th October, 1978**

**Subject : Fixation of pay of military pensioners on re-employment of Civil Department.**

Sir,

I am directed to invite a reference to the subject noted above and to state that according to Note 1 below rule 7.20 of the Punjab Civil Services, Rules, Vol. II, if the military pension of a person does not exceed Rs. 50/- per month. It is not taken into account in fixing his pay and allowances in the Civil Department, while in respect of those military pensioners who are in receipt of military pensions exceeding Rs. 50/- p.m., the first Rs. 50/- are ignored while fixing pay in the Civil Departments. The question of affording further relief to the military pensioners has been considered by the State Government and it has been decided to raise the above limit to Rs. 125/- p.m. on the same lines, for purposes of fixation of pay of military pensioners on their re-employment in Civil Departments. In other words, if the military pension does not exceed Rs. 125/- p.m., it is not to be taken into account while in respect of military pensions exceeding Rs. 125/- p.m., only that part is to be counted, which is in excess of Rs. 125/- p.m.

2. These orders will take effect from the date of issue of this letter. Necessary amendment in the relevant rules all be made in due course.
3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-  
(N. K. Garg)  
Deputy Secretary Finance (S),  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 1/1(14)/78-2FR-II, Dated 04.10.1978.***

**No. 1991-2FR-73/42458**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers in the State.  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 6th November, 1973**

**Subject : Fixation of pay of military pensioners on their re-employment in Civil service.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department Notification No. 1272-2FR-70/14054, dated the 27<sup>th</sup> May, 1970, according to which if the military pension of a person does not exceed Rs. 50/- a month, it is to be ignored in fixing his pay and allowances in the Civil Department and that in respect of military pensioners in receipt of military pension exceeding Rs. 50/- P.M., the first Rs. 50/- is to be ignored. This matter has further been considered and it has been decided that this concession, which is effective from 25<sup>th</sup> July, 1969 according to the Notification referred to above, should be applicable to all the re-employed military pensioners in the civil departments. In the case of persons who are already in re-employment before 25<sup>th</sup> July, 1969, their pay should be refixed with effect from 25<sup>th</sup> July, 1969.

Yours faithfully,

Sd/-

(M.L. TRIGHATIA)

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
No. 1991-2FR-73/42458, Dated 06.11.1973.***

**No. 3782-5FR-69/21042**

From

The Commissioner for Planning & Finance and Secy. to  
Govt., Haryana, Planning & Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala Division,  
Deputy Commissioners, and  
Sub Divisional Officers in the State.  
The Registrar, Punjab and Haryana High Court and  
All District and Session Judges in Haryana.

**Dated, Chandigarh, the 25th July, 1969**

**Subject : Fixation of pay of Military pensioners on their re-employment in Civil Service.**

Sir,

I am directed to invite a reference to note 1 of Rule 7.20 of the Punjab Civil Service Rules, Volume II, according to which if the amount of military pension does not exceed Rs. 15/- a month the same is to be ignored for purposes of fixing the pay of the military pensioner on his re-employment in civil Departments. The question of raising this limit has been under consideration of the Government for some time past. It has now been decided that in case of military pensioners in receipt of pension up to Rs. 50/- p.m., amount of pension may be ignored while fixing their pay in the scale of pay to which they are re-employed in the Civil Department.

2. These orders will take effect from the date of issue of this letter.
3. Necessary amendment to relevant rule will be issued in due course.

Yours faithfully,

Sd/-  
(J.R. Dhingra)  
Deputy Secretary Finance (R),  
for Commissioner for Planning and Finance  
and Secretary to Government, Haryana,  
Planning & Finance Department.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 6/39/04-4PR(FD)**

To

All Heads of Departments  
in the Haryana State.

**Dated, Chandigarh, the 9th December, 2005**

**Subject :** Court cases pertaining to Pay Revision/Pay Scale matters of the employees - regarding filing of replies in such cases in Courts and vetting of draft written statement/replies.

Sir,

I am directed to invite your attention to the instructions issued by the Finance Department on the subject cited above vide No. 2/40/98-5PR(FD) dated 6.10.98, No. 6/53/2001-5PR(FD) dated 10.5.2001, No. 6/85/03-3PR(FD), dated 22.9.2004 and various other instructions issued by the State Government from time to time regarding defence of court cases and to say that the State Government instructions on the subject are not being followed meticulously by the various departments. Resultantly the Government has to face embarrassment in the courts besides being burdened with heavy financial loss. After due consideration, it has been decided to follow the procedure in court cases as given below:

- (i) The written statement in such court cases must be approved at the level of Head of Department before the same is sent to the Finance Department.
- (ii) The written statement must be sent to the Finance Department at least 15 days before the date of hearing in a particular case otherwise the department concerned would seek adjournment in that case.
- (iii) Computer floppy related to the draft written statement must accompany the draft reply.
- (iv) Department must ensure that the concerned official/officer well conversant with the case is deputed to the Finance Department well in time along with related material such as service rules etc. for the purpose of vetting of draft written statements.
- (v) Where a model draft written statement is provided to the department concerned by the Finance Department, the same must be carefully gone through with due care and used as the basis for preparation of the reply. However, model draft will be made applicable only on similar nature cases and not otherwise.

It is also observed that in some written statements prepared by the Department the claim of the petitioners are conceded. This is erroneous because on one hand the Department is trying to contest the case on the basis of the provisions of service rules/Government instructions, whereas on the other hand it is conceding the claim of the petitioner in the written statement. It is, therefore, advised to prepare the draft written statement carefully on the basis of the facts of the case and the provisions of service rules/instructions.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*  
(R.K. Kataria)  
Joint Secretary, Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded for information and necessary action to all the Financial Commissioners & Administrative/Secretaries to Government Haryana.

*Sd/-*  
Under Secretary (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Administrative  
Secretaries to Government, Haryana.

U.O. No. 6/39/04-4PR(FD)

Dated : 9<sup>th</sup> December, 2005.

\*\*\*\*\*

***These instructions have been Reiterated vide  
No. 6/39/04-4PR(FD), Dated 09.12.2005.***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 6/85/03-3PR(FD)**

To

All Heads of Departments,  
in the Haryana State.

**Dated, Chandigarh, the 22nd September, 2004**

**Subject :** Court cases pertaining to Pay Revision/pay scale matters of the employees - regarding filing of replies in such cases in Courts and vetting of draft written statement/replies.

Sir/Madam,

I am directed to invite your attention to the instructions issued by the Finance Department on the subject cited above vide No. 2/40/98-5PR(FD) dated 6.10.98 and No. 6/53/2001-5PR(FD) dated 10.5.2001 and to say that the instructions in question and various other instructions issued by the State Government from time to time regarding defense of court cases are not being followed meticulously by the various departments. Resultantly the Government has to face embarrassment in the courts besides being burdened with heavy financial loss. The Government have thus decided as under:-

- (i) The written statement in such court cases must be approved at the level of Head of Department before the same is sent to the Finance Department.
- (ii) The written statement must be sent to the Finance Department at least 15 days before the date of hearing in a particular case otherwise the department concerned would seek adjournment in that case.
- (iii) Computer floppy related to the draft written statement must accompany the draft reply.
- (iv) Department must ensure that the concerned official/officer well conversant with the case is deputed to the Finance Department well in time along with related material such as service rules etc. for the purpose of vetting of drafts.
- (v) Where a model draft of written statement is provided to the department concerned by the Finance Department, the same must be carefully gone through with due care and used as the basis for preparation of the reply

These instructions should be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Anuradha Gupta)

Special Secretary, Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



A copy is forwarded for information and necessary action to all the Financial Commissioners & Administrative Secretaries to Government Haryana.

*Sd/-*  
Deputy Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Administrative  
Secretaries to Government, Haryana.

U.O. No. 6/85/2003-3PR(FD)

Dated : 22<sup>nd</sup> September, 2004.

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***These instructions have been clarified further vide No. 6/85/03-3PR(FD),  
Dated 22.09.2004 & No. 6/39/04-4PR(FD) Dt. 09.12.2005.***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT  
No. 6/53/2001-5PR(FD)**

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 10th May, 2001**

**Subject : Court cases pertaining to Pay Revision/Pay Scale matters of the employees - regarding filing of replies in Courts and vetting of draft written statement/replies.**

I may invite your kind attention to the following instructions issued by the Government of Haryana in connection with the subject cited above:-

- (1) Letter No. 1/34/93-4PR(FD), dated 8.2.94 issued by the FD
- (2) Letter No. 10/108/94-4PR(FD), dated 29.12.95 issued by the FD
- (3) Letter No. 1/34/93-4PR(FD), dated 1.4.1998 issued by the FD
- (4) Letter No. 2/40/98-5PR(FD), dated 6.10.98 issued by the FD
- (5) Letter No. 66/12/2000-6GSI, dated 12.01.2001 issued by the Chief Secretary, Haryana.

2. It has been observed that certain departments have not been following the instructions referred to above and the cases are not being properly defended before the Courts resulting in heavy financial implications for the Government. You are, therefore, requested to ensure strict compliance of the instructions referred to above in matters pending consideration before various courts.

3. The Departments are required to consult the Finance Department for filing replies/written statements in the Courts well in time under the instructions referred to above. The process of consultation with the Finance Department is limited to the extent that wherever the departments do not understand the rationale and the logic for grant of certain pay scale or provision of a rule in connection therewith, the Finance Department is in a position to assist the departments in putting across the Government view point in the written statements in a proper manner. As a matter of fact, the Finance Department has issued three circular letters in the recent past in this connection. These circular letters are as under:

- (i) No. 6/1/2001-1PR(FD) dated 24.01.2001
- (ii) No. 5/4/2001-5PR(FD) dated 2.03.2001
- (iii) No. 8/6/2001-5PR(FD) dated 20.04.2001

4. A close reading of these three circulars should be of immense help in preparation of written statements/replies. However, in case the issues are still not clear, the departments

are advised to consult the Finance Department in the matter. In any case, the written statements/draft replies connected with the subject of pay revision and pay scales should be got vetted from the Finance Department.

5. It has been observed that draft written statement are prepared by the departments and sent to the Finance Department for vetting in a routine manner. A perusal of a number of such draft written statements received in the Finance Department leads one to understand that the same have not been read by the senior officers. It is, therefore, of critical importance that such drafts, before being sent to FD for vetting are thoroughly scrutinised at the level of senior officers of Administrative Department.

6. Further, it may be appreciated that Finance Department is not equipped with adequate staff to keep re-writing these written statements. Under these circumstances, the HODs, ADs are requested to adopt the following procedure:-

- (i) The written statement/draft reply should be neatly typed in double space It would be useful if these written statements are typed in MS Word and a floppy is sent along with the hard copy so that changes/alterations can be made without any inconvenience.
- (ii) The written statements/draft replies should be sent to the FD giving adequate time for FD's views thereon. It should not be submitted when the last date for submission of written statement in the Court is approaching near.
- (iii) After the draft written statement/draft reply is sent to the FD for vetting, an officer conversant with the case should be deputed to discuss the matter at personal level with DA/FD or USF(PR) and or JSF/CSSF. This exercise of discussion at personal level would obviate the need for making back reference.
- (iv) Once the written statements/draft replies are cleared by the FD and filed in the courts, an officer conversant with the case should be deputed to get in touch with the law officers of the office or Advocate General, Haryana at least 2/3 days before the date listed for hearing of the case and fix up time for detailed briefing of the Law Officer concerned. The Law Officer of the Advocate General Office must be briefed the previous day so that he is fully prepared for arguments at the time of hearing of the case.

The contents of this letter may be brought to the kind notice of all concerned under strict compliance.

Sd/-  
(Y. S. Malik)  
Commissioner & Special Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**No. 2/40/98-5PR(FD)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 22nd March, 2000****Subject : Filling of Replies in Court cases regarding Pay Revision of Employees.**

Sir,

I am directed to invite their attention to the references of Finance Department letter No. 1/34/93-4PR(FD) date 8.2.94, 10/108/94-4PR(FD) dated 29-12-95, No. 1/34/93-4PR(FD) dated 1<sup>st</sup> April, 1998 and No. 2/40/98-5PR(FD) dated 6<sup>th</sup> Oct. 1998 on the subject cited above and to say that the departments are not defending the Civil Suits/Writ Petitions regarding the pay revision of employees, Higher Standard Pay Scales of their department properly and in conformity with the instructions issued from time to time by the Finance Department. Therefore, it is again requested that all departments shall consult the Finance Department before filing reply/written statement in the court/High Court. The contents of this letter may be brought to the notice of all concerned under your control.

2. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance,  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 2/40/98-5PR(FD)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 6th October, 1998****Subject : Filing of Replies in Court cases regarding Pay Revision of employees.**

Sir,

I am directed to invite references of Finance Department letter No. 1/34/93-4PR(FD) dated 8.2.94, No. 10/108/94-4PR(FD) dated 29.12.95 and No. 1/34/93-4PR(FD) dated 1<sup>st</sup> April, 1998 and to say that it has come to the notice of Government that the departments are not defending the Civil Suit/Writ Petition regarding (Filing of Replies in Court cases regarding pay revision of employees) Higher Standard Pay Scale of their department properly and in conformity with the instructions issued from time to time by the Finance Department. To regulate it the scheme was examined and was circulated vide Haryana Government letter No. 9/6/96-4PR(FD), dated 5th August, 1997. Now in furtherance of that policy, the state Government after careful consideration have decided that in future all departments shall consult the Finance Department before filing reply/written statement in any Court/Hon'ble High Court. The contents of this letter may be brought to the notice of all under your control.

Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to:-

1. All the Financial Commissioner and Secretaries to Government Haryana; and
2. All the Commissioner & Secretaries to Govt. Haryana, for information and necessary action.

Sd/-

Under Secretary Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner and Secretaries to Govt., Haryana.  
All the Commissioner & Secretaries to Government, Haryana.

U.O. No. 2/40/98-5PR(FD)

Dated : 6<sup>th</sup> Oct. 1998.

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**No. 9/4/91-3PR(FD)**

From

The Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

To

All Heads of Financial Commissioners and  
All the Commissioners and  
Administrative Secretaries to Govt., Haryana.  
All Heads of Departments,  
Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.  
The Registrars, Maharishi Dayanand University, Rohtak,  
Kurukshetra University, Kurukshetra,  
Haryana Agricultural University, Hisar.

**Dated, Chandigarh, the 11th April, 1991****Subject : Stay granted by the Courts in cases involving financial matters-Defense of cases.**

Sir,

I am directed to invite your attention to the subject noted above and to say that it has been brought to the notice of the Government that in many cases involving huge financial stakes e.g. tax matters, recovery of dues, leases and sales etc. the implementation of the orders of the State Govt. are stayed by the Hon'ble High Court or Subordinate Courts.

2. The matter has been considered and it has been decided that the departments should prepare lists of such important cases involving financial matters and bring to the notice of the Advocate General, Haryana personally and ensure timely follow-up of these cases at all levels. It is necessary that in future all such matters are immediately brought to the personal notice of Advocate General and Finance Secretary by the Secretary of the Administrative Department, concerned.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 9/4/91-3PR(FD)

Dated, Chandigarh the 11<sup>th</sup> April, 1991

A copy is forwarded to Advocate General, Haryana for his information and necessary action. He is requested to take up such cases on top priority basis.

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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From

The Financial Commissioner and Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court,

**Memo No. 6/25/99-4PR(FD)**

**Dated, Chandigarh, 31st August, 2001**

**Subject :** Instructions regarding re-fixation of pay of the employees in the appropriate pay scale and at the appropriate stage in the pay scale - following of proper procedure.

Sir,

I am directed to invite a reference to Rule 4 of the Haryana Civil Services (Revised Pay) Rules, 1998 and Rule 12 of the Haryana Civil Services (Assured Career Progression) Rules, 1998 which provide the revised pay scales corresponding to the pre-revised pay scales. Further attention is also invited to Rule 7 of the Revised Pay Rules and Rules 15 of ACP Rules which explain the procedure to be followed with reference to the employees who either elect or are deemed to have elected to be governed by the revised pay scales on or after the 1st day of January, 1996. For all other employees who elected to be governed by revised scales subsequent to 1.1.96, the procedure for them is laid down in Rule 9 of the Revised Pay Rules and Rule 17 of the ACP Rules, 1998 respectively.

2. The Finance Department had further clarified vide its letter No. 5/20/98-3PR(FD) dated 6.4.1998 that the employees who elected to be governed by the revised pay scales w.e.f. a date subsequent to 1.1.96, there would be no linkage for them with Rule 7 and 15 of the Revised Pay Rules and ACP Rules respectively for the purposes of fixation of pay. However, the Finance Department, vide its letter No. 5/20/98-3PR (FD) dated 17.9.98, allowed the Government employees to switch over to the revised scales of pay from the date of their next increment falling after 1.1.96 but not later than 31.12.96 and their pay was also to be fixed in accordance with the provisions of Rule 7 and Rule 15 of the Revised Pay Rules and ACP rules respectively.

3. Now, instances have come to the notice of the Finance Department that the employees in certain Departments have been erroneously granted higher pay scales under the Higher Standard Scale Scheme effective from 1.1.94 to 31.12.95 and thereafter ACP scales w.e.f. 1.1.96 apart from the grant of revised pay scales w.e.f. 1.1.1996 contrary to the instructions contained under these schemes. It is understood that, in the process, the pay of certain employees in some Departments might have been fixed erroneously either in an inappropriate pay scale or at an inappropriate stage or both.

4. It has also been brought to the notice of the Finance Department that corrective action has been taken in some cases, pay re-fixed in the appropriate pay scale and at correct stage with a view to correcting the mistakes. However, some of the employees, adversely affected as a result of the corrective action, have approached the Courts and challenged the



action taken by the Departments. The Hon'ble Punjab & Haryana High Court has quashed the action taken by the Department in CWP No. 185 of 1999, CWP No. 16602 of 1998 and CWP No. 10997 of 2000 on technical grounds with the observations that the action had been taken by the Departments without following the proper procedure e.g. issue of show cause notices and consideration of the replies on merits thereof. However, the Departments are at liberty to take corrective action after following the due procedure.

5. In the given circumstances, it has been decided by the Government to direct all the Departments to ensure that pay of the employees under their control should be fixed in the appropriate pay scales and at the appropriate stage in accordance with the Rules and instructions on the subject. It may be ensured that wherever the pay of the employee is proposed to be fixed in an appropriate scale/stage which happens to be lower than the pay scale/stage in which his pay has been fixed erroneously and resultantly it has to be fixed at the appropriate stage, resulting in recoveries, if any, the same should be done after following the due process of law. This would require (i) in the first instance, a show cause notice should be issued clearly mentioning the mistake that has taken place and the action proposed to be taken to rectify the mistake, (ii) giving reference to the rules/instructions under which such action is proposed to be taken, and (iii) the amount proposed to be recovered by following the due procedure i.e. issuing of show cause notices to such employees and then deciding his representation in accordance with the instructions and rules on the subject. Following the due process would be a must in these cases otherwise the possibility of a spate of avoidable litigation cannot be ruled out. A sample show cause notice is appended to these instructions.

6. You are, therefore, requested to ensure meticulous compliance of these instructions and bring the same to the notice of all concerned officers/officials under your control for strict compliance and further to take note that no undue benefit is granted to any of the employees.

Yours faithfully,

Sd/-

(Balwant Singh)

Under Secretary, Finance (PR),  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

**Sample Draft Show Cause Notice to be served on the employees in cases where a mistake is proposed to be rectified.**

(This is only an indicative draft and should be suitably modified wherever required)

From

\_\_\_\_\_

To

\_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

**Subject :** Show cause Notice to re-fix the pay in the appropriate scale at appropriate stage to rectify the mistake and recovery of dues paid in excess.

You have been granted the Higher Standard Scale/Revised Pay Scale/ACP Scale of Rs. \_\_\_\_\_ w.e.f. \_\_\_\_\_ and your pay was fixed at the stage of Rs. \_\_\_\_\_ in the said scale as on \_\_\_\_\_. It has been found that your pay has been fixed in an inappropriate scale and resultantly fixed at a wrong stage. Actually, your pay should have been fixed at the stage of Rs. \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ in accordance with the provision in the rules/instructions issued by the Government vide its letter bearing No. \_\_\_\_\_ dated \_\_\_\_\_. It is obvious that a mistake has been committed in fixing your pay at an inappropriate stage in an inappropriate scale. Resultantly, you have been paid in excess of what was due to you. It is now proposed to rectify the said mistake.

You might recall that you had submitted an undertaking at the time of fixation of your pay in the revised pay scales (applicable from 1.1.96) which reads as under:-

*"I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise."*

Though the Department is competent to recover the amount paid to you in excess of what was due to you in terms of the above undertaking itself, yet it is proposed to issue this notice whereby you are called upon to show-cause as to why your pay should not be re-fixed at the stage of Rs. \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ as on \_\_\_\_\_ and thereby re-fix your pay in the appropriate pay scale as per the dates indicated below: -

Pay Scale	Stage	Date as on

The above action is proposed to be taken in accordance with the Government instructions bearing No. \_\_\_\_\_ dated \_\_\_\_\_ where under your pay should

have been fixed at the stage of Rs. \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_.

It is also proposed to recover the amount paid to you in excess of what should have been paid. The amount thus recoverable has been worked out to Rs. \_\_\_\_\_.

You may submit your reply to this show cause notice within a period of 30 days of the date of issue of this letter failing which it will be presumed that you have nothing to say in the matter and the action proposed here under will be finalised without any further opportunity to you on this account.

(Issuing Authority)

**No. 6/1/2001-1PR(FD)**

From

The Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 24th January, 2001****Subject : Enunciation of the Principle of Equal Pay Scale for similarly designated posts - various Judgments of the High Courts/Supreme Court.**

Sir,

I am directed to invite a reference to the above subject and to say that question of adoption of principle for the grant of equal pay for equal work came up for consideration before the Hon'ble Apex Court and Hon'ble High Courts time and again in many cases. Law laid down by the Hon'ble Apex Court on the issue of equal pay for equal work in following two cases citations of which are reproduced below:-

- (i) While disposing of the case of State of U.P. & Ors, Vs. J.P. Chaurasia & Ors. AIR 1989 SC 19 it was observed by the Hon'ble Apex Court that:-

"More often functions of two posts may appear to be the same or similar. but there may be difference in degrees in the performance. The quantity of work may be the same, but quality may be different that cannot be determined by relying upon averments in affidavits of interested parties. The equation of posts or equation of pay must be left to the Executive Government It must be determined by expert bodies like Pay Commission. They would be the best judge to evaluate the nature of duties and responsibilities of posts. If there is any such determination by a Commission or Committee, the Court should normally accept it. The Court should not try to tinker with such equivalence unless it is shown that it was made with extraneous consideration"

- (ii) In the case of Secretary, Finance Department and Ors. Vs. the West Bengal Registration Service Association & Ors. [1992 (2) SLR82] it has been observed by the Hon'ble Apex Court that :-

"It is well settled that equation of posts and determination of pay scales is the primary function of the executive and not of the judiciary and, therefore, ordinarily Court will not enter upon the task of job evaluation which is generally left to expert bodies like the Pay Commissions etc. It was further observed as follows :-

"Courts must, however, realise that job evaluation is both a difficult and time consuming task which even expert bodies having the assistance of staff with requisite expertise have found difficult to undertake sometimes on account of want of relevant data and scales for evaluating performances of different groups of employees. This would call for a constant study of the external comparison and internal relativities on account of the changing nature of job requirements.

The factors which have to be kept in view for job evaluation may include (i) the work programme of his department (ii) the nature of contribution expected of him (iii) the extent of his responsibility of his diverse duties and functions (iv) the extent and nature of freedom/limitations available or imposed on him in the discharge of his duties (v) the extent of powers vested in him (vi) the extent of his dependence on superiors for the exercise of his power (vii) the need to coordinate with other departments etc. We have also referred to the history of the service and the effort of various bodies to reduce the total number of pay scales to a reasonable number. Such reduction in the number of pay scales has to be achieved by resorting to broad banding of posts by placing different posts having comparable job charts in a common scale. Substantial reduction in the number of pay scales must inevitably lead to clubbing of posts and grades which were earlier different and unequal. While doing so, care must be taken to ensure that such rationalisation of the pay structure does not throw up anomalies. Ordinarily, a pay structure is evolved keeping in mind several factors e.g. (i) method of recruitment (ii) level at which recruitment is made (iii) the hierarchy of service in a given cadre (iv) minimum educational/technical qualifications required (v) avenues of promotions (vi) the nature of duties and responsibilities (vii) the horizontal and vertical relativities with similar jobs (viii) public dealings (ix) satisfaction level (x) employer's capacity to pay etc.

While evolving a pay structure, the horizontal and vertical relativities have to be carefully balanced keeping in mind hierarchical arrangements, avenues for promotion etc. Such a carefully evolved pay structure ought not to be ordinarily disturbed as it may upset the balance and cause avoidable ripples in other cadres as well."

2. The question of equal pay for equal work came up before the Hon'ble Pb. & Hry. High Court in CWP No. 4670 of 1998 (Darshan Lal Kapoor & Ors. Vs. State of Haryana.) In the said writ petition, the Lecturers in Hindi and other subjects working in the Pre-examination Training Centres of the Director, Welfare of Scheduled Castes & Backward Classes claimed the pay parity with the Lecturers working in the school cadre (DPI, Haryana) on the basis of their same designation, qualification, nature of duties and previous pay parity. The said writ petition was dismissed on 7-10-1998 by the Hon'ble Pb. & Hry. High Court by relying upon the observations of the Hon'ble Apex Court in the above mentioned two cases referred to in (i) and (ii) in para 1 above.

3. The same question of equal pay for equal work came up before the Hon'ble Pb. & Hry. High Court for their consideration in CWP No. 17518 of 1998 Inder Singh V s. State of Haryana wherein the petitioner was claiming pay parity with similarly situated and similarly designated employees of Planning Department on the basis of their designation, nature of duties and previous pay parity etc. The said writ petition was dismissed by the Hon'ble Pb. & Hry. High Court vide order dated September 20, 2000 with the observation that :-

"It is obvious that the petitioner is working in a separate department. Merely because if earlier he was having the same pay scale as given to the persons working in the Economic & Statistical Organisation, Planning Department, Haryana, is no ground to hold that the scale must remain the same. The duties are different. When the duties are different and they are working in different departments, ordinarily, it is to be left to the department to take care and to decide the pay scale. The Court would interfere only if there is a total illogical and unreasonable classification. It is not so in the present case. Therefore, the writ petition being without merit must fail."

4. While disposing of the CWP No. 17518 of 1998 the Hon'ble Pb. & Hry. High Court relied upon the various observations of Hon'ble Apex Court which are reproduced as under :-

- (1) Randhir Singh V/s. Union of India and others, AIR 1982 SC 879. The Preamble of the Constitution of the International Labour Organisation recognizes the principle of equal remuneration for work of equal value as constituting one of the means of achieving the improvement of conditions "involving such injustice, hardship and privation to large numbers of people as to produce unrest so great that the peace and harmony of the world are imperilled." Construing Articles 14 and 16 in the light of the Preamble and Art. 39 (d), we are of the view that the principle Equal pay for Equal work is deductible from those Articles and may be properly applied to cases of unequal scale of pay based on no classification or irrational classification though those drawing the different scales of pay do identical work under the same employer.
- (2) Federation of All India Customs and Central Excise Stenographers (Recognised) and others Vs. Union of India and others (1988) 3 SC cases 91. Equal pay for equal work is a fundamental right. But equal pay must depend upon the nature of the work done. It cannot be judged by the mere volume of work there may be qualitative difference as regards reliability and responsibility. Functions may be the same but the responsibilities make a difference. One cannot deny that often the difference is a matter of degree and that there is an element of value judgement by those who are charged with the administration in fixing the scales of pay and other conditions of service. So long as such value judgement is made bonafide reasonably on an intelligible criterion which has a rational nexus with the object of differentiation, such differentiation will not amount to discrimination. It is important to emphasise that equal pay for equal work is a concomitant of Article 14 of the Constitution. But it follows naturally that equal pay for unequal work will be a negation of that right.
- (3) Grih Kalyan Kendra Workers Union Vs. Union of India and others (1991) 1 SC cases 619. Equal pay for equal work is not expressly declared by the Constitution as fundamental right but in view of the Directive Principles of State Policy as contained in Article 39(d) of the Constitution. Equal pay for equal work has assumed the status of fundamental right in service jurisprudence having regard to the constitutional mandate of equality in Articles 14 and 16 of the Constitution. Equal pay for equal work and providing security for service by regularising casual employment within a reasonable period has been accepted by this Court as a constitutional goal to our socialistic pattern. It has ceased to be a judge made law as it is the part of the constitutional philosophy which ensures a welfare socialistic pattern of a state providing equal opportunity to all the equal pay for equal work for similarly placed employees of the State. This Court has zealously enforced the fundamental right of equal pay for equal work in effectuating the constitutional goal of equality and social justice in a number of decisions.
- (4) K. Vasudeva Nair and others etc. etc. Vs. Union of India and others AIR 1990 SC 2295. In the cited case Section Officers working in the Indian Audit and Accounts Department were claiming parity of pay scale with Section Officers in the Central Secretariat Service. The claim as such was rejected and it was held that they were not entitled to the same scale of pay because duties and responsibilities in

both the cases were not identical.

- (5) State of U.P. and others Vs. Ministerial Karamchari Sangh AIR 1998 SC 303 dealt with the same controversy and found that the two departments under consideration were having different mode of recruitment. Promotions were totally different and, therefore, the principle of equal pay for equal work will not apply. There was difference in pay scale of Lower Division and Upper Division Assistants in Secretariat vis-a-vis Lower Division and Upper Division Assistants (Clerical Cadres) in Directorate of Information. The Supreme Court repelled the ground taken that they were all entitled to the same pay scale. Same view prevailed in the case of Nain Singh Bhakuni and others Vs. Union of India and another AIR 1998 SC 622 wherein the Supreme Court has held that :-

"In the light of the ratio of the aforesaid judgement of three member Bench of this Court, therefore, it must be held that strictly speaking full benefit of the O.M. of 13th March, 1984 would not have been available to the appellants at their educational qualifications at the relevant time were different. But as the Tribunal has been given them that benefit and which order has become final the appellants would not stand to lose that benefit. But in any case they are not entitled to further hike in the pay scales either notionally or actually beyond this limit fixed by the said O.M. of 1984".

5. I am to request you that the above observation of Hon'ble Supreme Court and Hon'ble Pb. & Hry. High Court may please be brought to the notice of all the officers working under your kind control for information and in future all the cases of pay revision may be examined in the light of these observations. It is also requested to defend the cases on the subject of equal pay for equal work on the basis of these observations.

Yours faithfully,

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

A copy is forwarded to:-

1. Chief Secretary to Govt., Haryana.
  2. All the Financial Commissioners in Haryana.
  3. All the Administrative Secretaries to Govt., Haryana.
- with the request to ensure the compliance of these instructions.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

1. Chief Secretary to Govt., Haryana.
2. All the Financial Commissioners in Haryana.
3. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 6/1/2001-1PR(FD)

Dated: 24-1-2001.

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**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 8/6/2001-5PR(FD)**

To

All the Administrative Secretaries to Govt. of Haryana,  
All Heads of Departments,  
All Divisional Commissioners/Deputy  
Commissioner/S.D.Os. (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court.

**Dated, Chandigarh, the 20th April, 2001**

**Subject : Detailed guidelines in matters involving Pay Revision and the issue of Anomalies related thereto.**

The State Government revised pay scales of its employees with effect from 1.1.1996 vide its notifications dated 7th January, 1998. The pay scales were revised under the Haryana Civil Services (Revised Pay) Rules, 1998 and a scheme of Assured Career Progression (ACP, *for short*) Scales was also introduced under the Haryana Civil Services(Assured Career Progression) Rules, 1998. The revision of pay scales was carried out under a distinct composite scheme introduced by the Government with a clear option given to the employees to opt for the schemes containing revised scales or continue to be governed under the then existing pre-revised scheme. Once having opted for the composite scheme of Revised Pay Scales under the 1998 Rules of their own will and best judgement, the employees are estopped from going back to the pre-revised scheme of pay scales on selective basis in a piecemeal manner.

2. It has been observed that various categories of employees keep representing for grant of higher pay scales for themselves and the Administrative Departments also keep recommending such demands to the Finance Department without detailed examination of such cases. A general feeling seems to be resting with the Administrative Departments that the subject falls within the domain of the Finance Department and, therefore, an in-depth scrutiny is left to the Finance Department. A large number of employees also keep approaching the Courts, especially the Hon'ble Punjab & Haryana High Court by way of Civil Writ Petitions seeking various reliefs related to the subject of Pay Revision. The Departments, while filing written statements, have gone on record in many cases to say that the Administrative Department (AD)/Department had recommended the demand of the employees but the Finance Department did not agree. Since a reference to the Finance Department is a part of the internal consultation process in the Government, such averments are not in order as it is the Government as a single entity before the Courts. Instructions on the subject have already been issued by the Chief Secretary, Haryana vide his Memo No. 66/12/2000-6GS-I, dated 12th January, 2001. It has also been observed that the written statements are being filed in routine and the required level of diligence is generally found missing.

3. It is keeping the foregoing in view that it has become necessary to explain the subject of revision of pay scales and the issues pertaining to the so-called anomalies for the benefit of all concerned, Hence, these guidelines.

**A. Principles governing matters pertaining to revision of Pay Scales:**

4. The Hon'ble Apex Court has held in a number of cases that the issues involved in pay revision matters are extremely complex and can be best examined and considered by



expert bodies such as Pay Commission and issues such as equality of work, nature of duties and responsibilities of various posts require in-depth analysis. The whole rationale, while considering the prescription of a pay scale for a particular post, has been explained by the Apex Court in the case of **Secretary, Finance Department Vs West Bengal Registration Services Association, AIR 1992 SC 1203**. The Hon'ble Supreme Court observed in this case as under:

*"... it is well-settled that equation of posts and determination of pay scales is the primary function of the executive and not the judiciary and, therefore, ordinarily courts will not enter upon the task of job evaluation which is generally left to expert bodies like the Pay Commissions, etc. But that is not to say that the court has no jurisdiction and the aggrieved employees have no remedy if they are unjustly treated by arbitrary state action or inaction. Courts must, however, realise that job evaluation is both a difficult and time consuming task which even expert bodies having the assistance of staff with requisite expertise have found difficult to undertake sometimes on account of want of relevant data and scales for evaluating performances of different groups of employees. This would call for a constant study of the external comparisons and internal relativities on account of the changing nature of job requirements. The factors which may have to be kept in view for job evaluation may include (i) the work programme of his department (ii) the nature of contribution expected of him (iii) the extent of his responsibility and accountability in the discharge of his diverse duties and functions (iv) the extent and nature of freedoms/limitations available or imposed on him in the discharge of his duties (v) the extent of powers vested in him (vi) the extent of his dependence on superiors for the exercise of his powers (vii) the need to co-ordinate with other departments, etc. We have also referred to the history of the service and the effort of various bodies to reduce the total number of pay scales to a reasonable number. Such reduction in the number of pay scales has to be achieved by resorting to broad banding of posts by placing different posts having comparable job charts in a common scale. Substantial reduction in the number of pay scales must inevitably lead to clubbing of posts and grades which were earlier different and unequal. While doing so care must be taken to ensure that such rationalisation of the pay structure does not throw up anomalies. Ordinarily a pay structure is evolved keeping in mind several factors e.g., (i) method of recruitment, (ii) level at which recruitment is made, (iii) the hierarchy of service in a given cadre, (iv) minimum educational/technical qualifications required, (v) avenues of promotion, (vi) the nature of duties and responsibilities, (vii) the horizontal and vertical relativities with similar jobs, (viii) public dealings, (ix) satisfaction level, (x) employer's capacity to pay, etc. We have referred to these matters in some detail only to emphasise that several factors have to be kept in view while evolving a pay structure and the horizontal and vertical relativities have to be carefully balanced keeping in mind the hierarchical arrangements, avenues for promotion, etc. Such a carefully evolved pay structure ought not to be ordinarily disturbed as it may upset the balance and cause avoidable ripples in other cadres as well. There can, therefore, be no doubt that equation of posts and equation of salaries is a complex matter which is best left to an expert body unless there is cogent material on record to come to a firm conclusion that a grave error had crept in while fixing the pay scale for a given post and court's interference is absolutely necessary to undo the injustice."*

Another land-mark judgement elucidating the principles of pay revision and dealing with the subject of equivalence of posts is in the case of **State of UP Vs J.P. Chaurasia (1989)** 1 SCC, 121: JT 1988(4) SC 53:1989 Lab IC 1146.

5. As it happens, the Government machinery comprises various administrative posts starting from the supporting staff in Group-D categories and going up to Group-A in the administrative hierarchy. Sheer enormity of the task of Pay Revision can be well appreciated when seen in relation to the number of posts and cadres that exist in various Government departments. For example, in the Irrigation Department of the Government, there are as many as 48 categories of posts in the Group-D/Class-IV and there are not more than 4 standard pay scales prescribed for this category by the Fifth Pay Commission.

#### **B. Revision of Pay Scales in Haryana: A historical perspective.**

6. The Government of Haryana constituted its own Pay Commission, based on the recommendations of which pay scales of various categories of its employees in different departments were revised w.e.f. 01.04.1979. This Pay Commission, being specific to the State of Haryana, took cognizance of the various posts in different departments and prescribed pay scales for each and every post in each and every department. As a result, a total of 57 standard pay scales and more than 70 pay scales were prescribed for various categories of posts. The concept of grant of Selection Grade was also followed while revising the pay scales at this point of time and the Selection Grades were provided along with time scales for a number of categories of posts.

7. The Central Government set up the **Fourth Pay Commission** in the 1980s based on the recommendations of which pay scales were revised w.e.f. 1.1.1986 for the Central Government employees. There were pressing demands from various associations/unions of the employees in the State at that point of time for adoption and grant of central pay scales to the employees of the State Government. Responding favourably, the Government decided to broadly follow the recommendations of the Fourth Pay Commission as adopted by the Central Government. Accordingly, then onwards, it was decided to revise the pay scales of the State Government employees broadly following the central pattern of pay scales. This was a complete switch over from a 'State-specific pay-scale structure' to a 'Centre-specific system/structure.' One of the relevant aspects encountered in the process was that the Fourth Pay Commission had reduced the number of pay scales and had recommended only about 30 standard pay scales. The system of grant of Selection Grades was also discontinued.

#### **C. Issues and Problems associated with pay revision in the state:**

8. A number of problems were countered during this general pay revision. These could broadly be listed as under:

- **Firstly**, the State Government was faced with a gigantic task of fitting over 70 existing pay scales into approximately 30 revised scales in total while revising the pay scales of its own employees.
- **Secondly**, it was observed that working of the Central Government is quite different in respect of many services especially in respect of those which are in the domain of the states alone. There are a number of field organisations in the state that do not exist in the Central Government at all.
- **Third**, there are many posts in the State Government where the quantitative and qualitative aspects of the nature of duties for the posts are different when compared with those in the Central Government even though the posts carry similar designations.
- **Fourth**, in certain cases, the designations were similar but the qualifications prescribed were found to be different for the posts.
- And **lastly**, there were certain categories of posts which were in no way identifiable with those in the Central Government.

9. Notwithstanding the problems mentioned above, solutions had to be found. While revising the pay scales in the year 1987 (effective from 1.1.1986), the State Government decided to broadly follow two principles:-

- (a) Central Pay Scales be provided for posts in the State Government wherever the principles of equivalence of posts were satisfied i.e. the posts, nature of duties and qualifications etc. were by and large comparable with those in the Central Government.
- (b) Fit the existing State Government pay scales into revised standard pay scales prescribed by the Central Government based on (i) the nearest equivalence of posts in terms of qualifications and nature of duties, and (ii) the emoluments brought down in the pre-revised scales (so that nobody suffers a loss in emoluments).

10. Fitment of 70-odd pre-revised pay scales into 30-odd revised pay scales would mean that a number of different pre-revised pay scales would have to be clubbed and given a substitute pay scale. This is clear from a perusal of the Table showing the different pay scales existing as on 1.4.79, 1.1.86 and 1.1.96 (enclosed as Annexure 'A'). A natural consequence of such convergence of scales was that identical pay scale had to be prescribed in a number of cases for the feeder post as well as the promotional post in a particular department. Realising that such a situation should not result in dissatisfaction amongst the employees, it was specifically provided in the Pay Revision Rules of 1987 that wherever the same pay scale had been provided as functional pay scale for the feeder post as well as the promotion post on account of clubbing of pre-revised pay scales of such posts, an employee, on his promotion in the identical revised pay scale, would be granted the benefit of one increment, and his pay, on his promotion, would be fixed at the stage next above.

11. Thereafter, the State Government has carried out a general pay revision w.e.f. 1.1.96. While the Central pattern of pay scales has been broadly followed in this general revision as well, the State Government has maintained differences from the Central Pay Scales wherever warranted on account of the exigencies of services in, the State. It has to be understood that while recommending the pay scales for Central Government employees, the Fifth Pay Commission considered various factors such as transferability of people throughout the length and breadth of the country whereas those situations do not prevail in case of state Government employees. While giving effect to the general revision of pay scales w.e.f. 1.1.96, certain standard pay scales had to be bifurcated. For example, the pay scales of Rs. 1400-2600 and Rs. 1600-2660 have been clubbed by the Central Government and replaced by a corresponding revised scale of Rs. 5000-8000, the State Government had to bifurcate this scale into two i.e. Rs. 5000-7850 and Rs. 5450-8000 in view of the hierarchical structure of services in the State. Similar treatment had to be resorted to in case of a few other pay scales. Had this not been done, the problems of pay scales of feeder posts and promotion posts would have been further compounded. Moreover, the State Government has introduced a scheme of Assured Career Progression Pay Scales in respect of all the employees belonging to Groups 'C' & 'D' and in respect of a few other services belonging to Groups 'B' & 'A' purely in the nature of a welfare scheme to take care of the problem of financial stagnation for the employees. This facility has not been provided in the Central Pay Scales. In brief, the State Government has broadly followed the Central pattern of Pay Scales in this general revision but the Central Pay Scales have not been adopted in toto.

#### **D. The issue of Equivalence of posts and pay scales:**

12. One single most important factor in the whole exercise of pay revision pertains to equivalence of posts while prescribing pay scales of different posts in different departments. Even in a structure where the State had more than 70 pre-revised pay scales, these scales

were provided for different posts in different departments. The issue to be appreciated and understood in this context is that if a particular scale has been provided for a particular post in 'A' department and an identical pay scale is also provided for another post in 'B' department, it does not establish any parity or equivalence between such posts. It is just a co-incidence that these posts carry identical pay scales at a given point in time even though in different departments. There are a number of pronouncements by the Hon'ble Supreme Court of India and the Hon'ble Punjab & Haryana High Court on the subject. The principles enunciated on the subject of equivalence of posts and pay scales emerging from these judgments have been circulated by the Finance Department recently vide its instructions bearing **No. 6/1/2001-1PR(FD), dated 24th January, 2001.**

13. There are various kinds of erroneously perceived equivalence as claimed by the employees which, in close rational scrutiny, cannot be held to be correct. For instance:

- (i) Certain employees claim parity on the basis of the pay scales having been identical in the past. For example, a Head Constable claiming parity with a JBT Teacher only because the pay scales of these posts happened to be identical at some point of time. It is common knowledge that there is no relationship between the qualifications, nature of duties, job requirements etc. for the two posts, whatsoever.
- (ii) There are common designations such as Assistant Director, Deputy Director, Joint Director, and Additional Director in different Departments. Merely because the designations are similar, it does not mean that there is equivalence among such posts. The differences lie in size of the departments, nature of duties, qualifications, vertical relativities and the levels of responsibilities assigned. The designations are common only for the purposes of administrative convenience.
- (iii) There are certain cases where the designation and the qualifications may be identical but there may be qualitative and quantitative difference in the nature of duties. For example, the posts of Assistant Research Officer and Research Officer in the Economic & Statistical Organisation of the State are superior in terms of quantitative and qualitative aspects of their job vis-a-vis similarly designated posts in other departments. This has been clearly brought out by the Hon'ble Punjab & Haryana High Court while dismissing CWP No. 17518 of 1998.
- (iv) The lecturers working in Pre-examination Training Centres, run by the Department of Welfare of Scheduled Castes and Backward Classes, claimed parity in pay scales with the school lecturers in the Education Department by way of CWP No. 4670 of 1998. The Hon'ble Pb. & Hr. High Court held that there was no equivalence between the posts, both on account of difference in qualifications and nature of duties.
- (v) Similar would be the case of Language Teachers working in Industrial Training Department and those working in the General Education Stream. Languages constitute core subjects in the General Education Stream whereas the same constitute a subsidiary subject in a Technical Training Institute. Even though the qualifications for language teachers in both Departments may be identical but the basic difference would lie in the qualitative nature of duties between the two.

#### **E. Is the Government competent to disturb the so-called parity in scales?**

14. In a growing economy such as ours, the significance and importance of certain posts and cadres keeps changing from time to time as a part of the dynamic process. To illustrate, land revenue used to constitute the main source of Government revenue during the

pre-independence period and so did the *Abiana*. With the change in economic policies, a situation has come when land revenue, as a source of revenue for the State, is either non-existent altogether or nearly non-existent. Similarly, the revenue from *abiana* is perhaps not even equal to the establishment costs. As on today, it is the Sales-tax and Excise which together constitute the major sources of revenue and a shift in responsibilities and duties from that of land revenue staff to the Excise and Taxation staff. Doctors and Engineers used to be in great demand till a few years back. Demand & supply position has reversed the trends today. Now, value addition for an Engineer comes along with an MBA Degree. Today, it's time for professionals in the fields of Management, Chartered Accountants and IT professionals. They command a much better price in the market today. Similarly, if the Government decides to withdraw itself from a number of sectors and concentrates on regulation, administration and provision of services such as Education and Health services, the importance and prioritization of these services over others would be clearly established.

It is on account of the dynamics of shifting emphasis from time to time that importance of different services and the nature of duties, and responsibilities assigned to different services keep changing in order of priorities & significance and the Government has to respond to such changes in duties and responsibilities. Resultantly, the pay scales of certain categories of posts are changed as compared with what it used to be historically depending upon their nature of job and responsibilities. For example, the Fourth Pay Commission recommended higher pay scales for the employees serving in the Education and Health sectors as compared to what was provided to employees in these sectors in the past. As a matter of fact, the 5th Pay Commission has further given a boost to the teaching staff in various categories in its recommendations. Since the Government has to respond to such changing realities, what could have been (mis) understood and (mis) interpreted as "parities" the past, get disturbed in the process.

#### **F. The issue of Anomalies:**

15. While the main task before the State Government, while revising its pay scales w.e.f. 01.01.1986 was fitment of a State Government pay-scale structure into that of the Central Government pay-scale structure, the exercise was carried out as precisely as it could be. Subsequently, various associations and unions of the employees working in the Government complained of a number of perceived anomalies and represented for removal thereof. Even larger numbers represented for grant of higher pay, scales to them. The State Government constituted a Pay Anomalies Commission which considered various representations. **Surprisingly, it did not observe and pinpoint any specific anomalies** (as observed by the Hon'ble Punjab & Haryana High Court also). However, even though it was a Pay Anomalies Commission, it exceeded its terms of reference, acquired to itself the role of a Pay Commission and recommended further higher scales for various categories of employees. The State Government considered the report of the Pay Anomalies Commission and found that its recommendations, which it had made as if it were a Pay Commission, could not be accepted as such. As a result, a High Powered Officers Committee was constituted to examine the recommendations of the Pay Anomalies Commission (PAC) which, in turn, recommended further revision of pay scales of certain categories of its employees leading to the circular instructions dated 23.08.1990, whereby pay scales were further modified for certain categories of employees w.e.f. 01.05.1990.

16. A number of employees belonging to various departments and posts filed various CWP's in the Hon'ble Punjab & Haryana High Court. The common issue before the Hon'ble Punjab & Haryana High Court in all these writ petitions (numbering 26) was as to whether the pay scale modification orders dated 23rd August, 1990 (effective from 01.05.1990) were issued with a view to removing the anomalies and, hence, the revision should have taken effect from the day the anomaly occurred i.e. 01.01.1986 rather than from a later date i.e. 01.05.1990. All

these CWPs were decided by way of one judgement in the case of **S.K. Bishnoi & others versus the State of Haryana in CWP No. 12483 of 1990**. The Hon'ble High Court dismissed these 26 writ petitions finding no merit therein. The Hon'ble High Court observed in its order as under:

*"The petitioners are not correct in saying that the PAC or the Officers' Committee had detected, any anomaly in their pay scale. Even at the time of hearing, none was pointed out. The official record produced at the time of hearing does not point out that the PAC or the Officers' Committee found any anomaly in the pay scale of the petitioners or other similarly situated employees. To us it appears that the respondent allowed them the higher pay scale of Rs. 2000-3500 keeping in view the nature of duties performed by them."*

#### **G. Pay Anomaly: the Definition :**

17. It is critically important here to make a reference to the issue of anomalies. The word "**Anomaly**" has been defined in *Webster's New Twentieth Century Dictionary* to mean "abnormality' irregularity; deviation from the regular arrangement, general rule or the usual method". Since this definition is not precise with reference to the pay scales and pay revision, it is pertinent to draw up a reasonable definition of what would constitute of an anomaly. It has been discussed by the Hon'ble Punjab & Haryana High Court in CWP No. 12483 of 1990 (*S.K. Bishnoi and others Vs. State of Haryana etc.*) as a situation "where there is a loss of emoluments in the case of an employee on account of revision of pay scales." It would be in order to precisely define what would constitute an anomaly in the matter of pay scales. It can be reasonably stated that an anomaly would be said to have occurred:-

- (a) When the pay scales are revised by the Government through a general pay revision notification for all its employees and the revised scales are not prescribed in respect of some posts/departments on account of inadvertent omission;
- (b) When the functional pay scale prescribed for a promotion post is lower than the functional pay scale of the feeder post.
- (c) Where there is a loss of pay in the case of an employee on account of revision of pay scales.
- (d) Where, on promotion, an employee draws lower emoluments than what he was drawing prior to his promotion.
- (e) Where the pay of a senior employee gets fixed at a lower stage as a consequence of pay revision *qua* a similarly situated junior employee.

18. Having defined the concept of anomaly in matters of pay scales, it is important to mention that the expression is not clearly understood and is rather misconstrued by most of the employees. As a result, in all such cases, where the employees request, demand or agitate for grant of a higher pay scale for a particular post, they generally tend to represent that there is an anomaly and the same should be removed. In actual, judging by the definition of 'anomaly' explained above, there is no anomaly as such. Albeit, their request, to be precise, is a demand for an upward revision of the pay scale.

#### **H. Whether the provision of same scale for the feeder post and the promotion post would constitute an Anomaly?**

19. A simple and straight answer to the above query is in the negative. There is no doubt that, in so far as possible, there should be separate pay scales prescribed for feeder posts and promotion posts. However, given the existing administrative structure and a number of layers in the administrative hierarchy, it is not possible to achieve this ideal situation

especially when the number of pay scales is being reduced from 70 to 30. It would call for a complete re-structuring of various levels of posts/designations within each department including abolition of a large number of administrative layers, amend the service rules accordingly and make adjustments *qua* the existing posts/employees in the restructured set-up. This can be achieved over a long period of time and that also after the requisite restructuring exercise is completed.

20. In view of the position explained in para 10 earlier, fitment of 70-odd pre-revised pay scales into 30-odd revised pay scales would mean that a number of pre-revised pay scales would have to be clubbed and given a substitute pay scale. A natural consequence of such clubbing/convergence of scales was that there were a number of posts in respect of which identical pay scale had to be prescribed for the feeder post as well as the promotional post in a particular cadre. A perusal of **Annexure 'A'** would show that a total of seven pay scales were clubbed and substituted by the pay scale of Rs. 1400-2600. It is natural that in certain cases the pre-revised pay scales were also the pay scales of feeder posts and promotional posts in any particular department. As a result, on account of clubbing of these seven pay scales and substitution by one pay-scale of Rs. 1400-2600 as on 01.01.1986, the pay scales of the feeder posts and those for the promotion posts became identical in some cases. Realising that such a situation should not result in dissatisfaction for the employees, **it was specifically provided in the Pay Revision Rules of 1987 that wherever the same pay scale had been provided as a functional pay scale for the feeder post as well as for the promotion post on account of clubbing of pre-revised pay scales of such posts, an employee, on his promotion in the same revised pay scale, would be granted the benefit of one increment and his pay, on his promotion, would be fixed at the stage next above.** This benefit of one increment takes care of the, problem and may often extend greater benefit than what would have accrued to the employee in the next higher scale. As a matter of fact, it may be higher in certain cases as is borne out from the following two illustrations:-

#### Illustration 1:

- (a) An employee is drawing his pay at the stage of Rs. 6650/- in the pay scale of Rs. 5000-7850 at the time of his promotion in the same pay scale. On promotion, his pay would be fixed at the stage of Rs. 6800/- (benefit of one increment). Thus he gains an amount of Rs. 150/- (by way of one increment) plus DA thereon on his promotion to the next post carrying the same functional scale.
- (b) Another employee is working in the pay scale of 5000-7850 and is drawing a basic pay of Rs. 6650/- in this pay scale. He gets promoted on a post which carries a pay scale of Rs. 5500-9000 (the scale second next in hierarchy). His pay in the functional scale of the promotional post would get fixed at Rs. 6725/- (the stage next above in the higher scale). Thus, in this case, he loses by an amount of Rs. 75/- as compared with the case illustrated at (a) above.

#### Illustration 2:

- (a) An employee is working in the pay scale of Rs. 5500-9000 and drawing a pay at the stage of Rs. 7075/- in this pay scale. He gets promoted to a post carrying the functional pay scale of Rs. 6500-9900. His pay, on promotion, would be fixed at the stage of Rs. 7100/- thus resulting in a benefit of Rs. 25/- only, whereas, if he were to get promoted on a post carrying the functional pay scale of Rs. 5500-9000, his pay, on promotion would get fixed at the stage of Rs. 7250/-.
- (b) Benefit higher than that of one increment would be admissible only in such cases where the minimum of the functional scale of the promotion post is significantly

higher than the stage at which he is drawing his pay in the feeder post. Such instances are generally very rare. It is clear from the above illustration that even if the pay scale of the feeder post and the promotion post is same, the employee, does not suffer any loss in his emoluments as well as basic pay.

21. *It is clear from the above discussion that, under the existing circumstances due to the given constraints, it is not possible to ensure that there are separate pay scales prescribed for feeder post and the promotion post in each and every case. Further, in view of the provision of fixation of pay at the stage next above in such cases, there is no hardship caused per se. Further, this is not anomalous in any case.*

**I. Whether a pay scale which is further modified after the general pay revision is to be revised from an ante-date or prospective effect ?**

22. A general pay revision involves fundamental changes in the pay structure of employees. It includes merger of DA/ADA/Interim Relief and determination of emoluments by giving fitment benefits such as 20% or 40% of the basic pay for switching over to the revised pay scale structure. No such fundamental changes are involved when the Government considers further modification of pay scales during the intervening period of two general pay revisions. These modifications are generally made in response to the changing realities and justified demands of employees. This basic difference has to be clearly understood. It is extremely relevant to make a reference to the judgement of the Hon'ble Punjab & Haryana High Court in the case of **S.K. Bishnoi & others versus the State of Haryana in CWP No. 12483 of 1990**. In brief, consequent upon an independent examination (by the Officers' Committee) of the recommendations made by the Pay Anomalies Commission (kindly refer to para 15), the Government decided to further modify the pay scales of about 150 categories of posts in 40 departments/organisations vide its order dated 23.8.1990. These revisions were made effective from 1.5.90. A number of employees belonging to various departments and posts filed various CWPs in the Hon'ble Punjab & Haryana High Court. The common issue before the Hon'ble Punjab & Haryana High Court in all these writ petitions (numbering 26) was as to whether the pay scale modification orders dated 23rd August, 1990 (effective from 01.05.1990) were issued with a view to removing the anomalies and, hence, the modifications should have taken effect from the day the anomaly occurred i.e. 01.01.1986 rather than from a later date i.e. 01.05.1990. All these CWPs were decided by way of a single judgement in the case of **S.K. Bishnoi supra**. The whole issue has been examined in detail while dealing with these CWPs and the Hon'ble High Court dismissed these 26 writ petitions finding no merit therein. The Hon'ble High Court observed in its order as follows :

*"The petitioners are not correct in saying that the PAC or the Officers' Committee had detected any anomaly in their pay scale. Even at the time of hearing, none was pointed out. The official record produced at the time of hearing does not point out that the PAC or the Officers' Committee found any anomaly in the pay scale of the petitioners or other similarly situated employees. To us it appears that the respondent allowed them the higher pay scale of Rs. 2000-3500 keeping in view the nature of duties performed by them."*

23. The Hon'ble Supreme Court of India has further settled the issue while deciding (on 13.1.95) Civil Appeal No. 3528 of 1991 in the case of **The State of Rajasthan versus Gopaldas**, 95(3) RSJ pages 24-26. The issue for consideration before the Apex Court was on the same subject. The Government of Rajasthan had revised the pay scales of its employees w.e.f. September 1, 1981. Subsequently, it was found that there were certain categories of employees whose revised pay scales were not mentioned in the general revision notification. While these were subsequently prescribed with effect from the original date of pay revision i.e.



September 1, 1981, the pay scale for the post of UDCs of subordinate offices was further modified vide another notification w.e.f. a later date i.e. February 23, 1985. This was challenged and it was agitated that the revision of pay scale for the post of UDCs in subordinate offices should also be made effective from September 1, 1981. The Hon'ble Apex Court observed as under in this case:

- "7. *The Rules providing for the revised pay-scales were made by the State Govt. as a result of the recommendation of the Pay Commission which was headed by Mr. B.P. Beri, a former Chief Justice of the Rajasthan High Court. In the process of consideration of the recommendations of the Pay Commission and its implementation, the likelihood of various anomalies and omissions cannot be ruled out. An anomalies committee is normally appointed to straighten the discrepancies and deal with the omissions which might come to the notice of the Government after the initial process of pay revision. This was precisely what was done by the State of Rajasthan by issuing the fourteen notifications relating to different departments where under the revised pay-scales, which could not be included under the Rules, were provided and enforced. So far as the notification dated February 23, 1985 relating to the UDCs, of subordinate offices is concerned, it was not with a view to remove any anomaly or to make any provision for a category which was left out of the Rules. It was a notification issued as a result of the acceptance of the demand of the UDCs of the subordinate offices for grant of higher pay-scale which was given to their counterparts in the Secretariat. The High Court failed to appreciate the factual basis for issuing the notification dated January 23, 1985 and the State Govt. was justified in granting revised S-10 to the respondent and other UDCs of subordinate offices with effect from February 1, 1985.*
8. *We allow the appeal, set aside the impugned judgement of the High Court and dismiss the writ petition filed by Gopaldas. No costs."*

24. Similarly, in another Special Leave Petition (Civil) No. 955 of 1996 (*Dr. P.N. Puri and others Versus State of U.P, and others*) decided on 29.1.1996 and reported in 1996 (2) RSJ, page 66-67, the Hon'ble Supreme Court of India has held as under :-

*"It is contended by the learned counsel for the petitioners that the reason given by the respondents is not relevant since the Anomaly Committee recommended that they are performing the same duties on par with the Medical Officers. Therefore, the High Court ought to have granted them the scale of pay from 1986. As stated earlier, reasons given in the counter-affidavit may not be correct reasons but the Anomaly Committee had recommended for payment of same scale of pay to the persons like the petitioners w.e.f. November 7, 1994. It is well settled law that fixing a date is not arbitrary violating Article 14. It is settled law that the authorities cannot pick up from their hat and fix a date. The question, therefore, arises for decision is: whether the date fixed is arbitrary? The question was referred to the Anomaly Committee to advise the Government as to the fixation of the scale of pay to which persons like the petitioners would be entitled to. The committee had gone into the question and recommended the scale of pay of Rs. 2200-4000 to the persons like the petitioners and also recommended to give effect from the date on which they had decided, namely November 7, 1994. The Government having accepted the same and given effect from the date. Under those circumstances, it cannot be said that fixation of date is arbitrary violating Article 14."*

25. It is thus established and duly held by the Courts from time to, time that wherever pay scales are revised/modified with a view to removing any anomaly, the rectification of the anomaly should be done from the date it occurred. Wherever such revision/modification of pay scales is for reasons other than removal of an anomaly, the Government is fully within its rights to decide the date of effect of such modification. Hence, it is clear from the above that a case for ante-dating any further modification of the scale is not made out as long as such modification is not expressly made with a view to removing any anomaly.

**J. The issue of Vertical & Horizontal relativities:**

26. Another important aspect to be kept in mind while examining a proposal involving revision of pay scale pertains to the vertical and horizontal repercussions it might have. On the face of it, a proposal to further improve the pay scale of the post of **Packer** in Medical College, Rohtak (numbering 7 in all) from Rs. 750-940 to Rs. 950-1400 on the analogy of the pay scale of Rs. 950-1400 having been granted to the **Packer** of Public Relations Department and the Printing & Stationery Department might have appeared to be simple and insignificant. The case was not properly examined even in the Finance Department. No attempt was made to compare the qualifications and nature of duties. The Administrative Department did not look at the disturbance of vertical and lateral relativities while recommending the proposal to the Finance Department. The proposal of the Administrative Department was approved and the pay scale of this post was modified from Rs. 750-940 to Rs. 950-1400.

27. What happened thereafter is a lesson for all. The **Packer** was one of the numerous Class IV category posts in the Medical College without any specified duties. Perhaps, a different designation was thought of to justify creation of more posts in these categories. Prescribed qualifications for the **Packer** were simple Middle Pass. The post of Operation Theatre Attendants (OTAs) numbering 121 in all, filled-up both directly as well as by way of promotion from among the Class IV including the Packer had a prescribed pay scale of Rs. 850-1100. The moment the pay scale of the post of Packer was revised to Rs. 950-1400, an anomaly was created as the pay scale of the feeder post (Packer) became higher than the pay scale of the Promotion post (OTA). As a result, the pay scale of all the posts of OTAs had to be revised to Rs. 950-1400 (at least equal to that of the feeder post of Packer). Now, there are a number of other categories of Attendants e.g. X-Ray attendants, who, on the analogy of their horizontal relativities with OTAs, are clamouring for revision of their pay scales as well. The problem appears to be interminable at this stage.

28. A critical examination of one wrong decision in a seemingly simple case shows that:-

- (i) There was a complete failure in applying the 'principles of equivalence of posts' while further revising the pay scale of the post of Packer in Medical College, Rohtak on the analogy of grant of the pay Scale of Rs. 950-1400 in the Department of Public Relations and the Department of Printing & Stationery.
- (ii) There was, again, failure in perceiving the vertical relativities *qua* the post of Packer, which resulted in revision of pay scale of the entire cadre of OTAs.
- (iii) There was failure in assessing the horizontal relativities while further revising the pay scales of OTAs.

29. The simple lesson to be drawn from the above true account of one case is that no proposal should be examined and considered in an isolated manner. It is extremely rare in the Government administrative structures that there are no vertical and lateral/ horizontal repercussions. Such cases must be examined along with the terms & conditions of service in

respect of feeder posts and promotion posts. Clearly accepted or implied horizontal relativities must be examined thoroughly before creating a host of actual anomalies in the process of removal of the alleged anomalies.

**K. Grant of Pay-scales subject to the employer's capacity to pay:**

30. One of the important determinants for grant/ revision of pay scales to the employees is linked with the employer's capacity to pay. The State, as an employer, does not have unlimited resources to pay to its employees. As at present, about 58% of the State's total budget is being spent on the salary and pension bills of its employees. Another 20-25% accounts for establishment costs of various kinds leaving very small share for the public welfare schemes and infrastructure development. Pension liabilities in Haryana have grown at an alarming average annual rate of 44% during 1995-99 as per the report of the Eleventh Finance Commission. Debt service obligations have reached the level of State's borrowings. One would have to appreciate that this is not a fair allocation of the tax-payers' money. While high level of employee costs in a social sector department like Education is understandable, it cannot be justified in works departments or infrastructure-related departments.

32. It is, therefore, very important that the Departments keep these financial limitations in mind before considering or recommending any further revision of pay scales of its employees. An internal system of developing linkages between employees cost, and their output & productivity needs to be evolved by each and every department and the representations for further improvement of pay scales need to be examined against the backdrop of a criterion evolved following sound economic principles. Recommendations of the employees' representations by the Departments without detailed examination results in a peculiar situation where one arm of the Government recommends a case and the other arm turns it down. This also results in weakening the Government stand before the Courts. It is, therefore, imperative that any recommendations in these matters are based on an in-depth examination of the case with full justification in the light of discussions in the foregoing paragraphs.

33. These guidelines partially explain some of the important issues connected with the complex subject of Pay Revision, Anomalies and Pay Scales. It is hoped that these guidelines assist the employees in general in acquiring proper understanding of various issues so that they do not make mis-informed representations. These guidelines are also addressed to the senior officers, more specifically the Heads of Departments and the Administrative Secretaries in the hope that the cases involving further modifications of pay scales or those seeking removal of the so-called anomalies are examined in proper perspective in order to take sound decisions. These guidelines should also come handy in preparation of replies in court cases and in defending various cases before the courts in a proper manner.

Yours faithfully,

Sd/-

(Y.S.Malik)

Commissioner & Special Secretary, Finance  
for Commissioner and Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to:-

1. The Chief Secretary to Government, Haryana (in General Services Branch)

2. The Member Secretary, Haryana Bureau of Public Enterprises.

*Sd/-*  
(Balwant Singh)  
Under Secretary, Finance (P.R.)  
*for* Commissioner and Secretary to Government,  
Haryana, Finance Department.

To

1. The Chief Secretary to Government, Haryana  
(in General Services Branch).
2. The Member Secretary, Haryana Bureau of Public Enterprises.

U.O. No. 8/6/2001-5PR(FD)

Dated, Chandigarh, the 20<sup>th</sup> April, 2001.

**Annexure 'A'****Standard Pay Scales as on 01.04.1979 and the Standard Revised Scales**

<b>Sr. No.</b>	<b>Category/Post</b>	<b>Pay Scale as on 01.04.1979</b>	<b>Pay Scales as on 01.01.1986</b>	<b>Pay Scales as on 01.01.1996</b>
A.	<b>Group 'D'</b>	300-430	<b>750-940</b>	<b>2550-3200</b>
1.		300-430 (TS); 350-500 (SG)		
2.		350-500	<b>775-1025</b>	<b>2610-3540</b>
3.		350-500 (TS); 400-600 (SG)		
4.		400-600	<b>800-1150</b>	<b>2650-4000</b>
5.		400-660	<b>950-1400</b>	<b>3050-4350</b>
6.	<b>Groups 'C' &amp; 'B'</b>	400-660	<b>950-1500</b>	<b>3050-4590</b>
7.		400-660 (TS); 480-760 (SG)		
8.		Police Constable	<b>950-1800</b>	<b>3050-5325</b>
9.		400-660 (TS); 480-760 (SG) Tracer	<b>975-1540</b>	<b>3200-4900</b>
10.		450-700 (Head Gatekeeper)	<b>1200-2040</b>	<b>4000-6000</b>
11.		420-700		
12.		420-700 (TS); 525-900 (SG)		
13.		450-700		
14.		480-760		
15.		480-760 (TS), 525-900 (SG)		
16.		525-825 (ASIs in Police)	<b>1320-2040</b>	<b>4400-6000</b>
17.		Health Technicians	<b>1350-2200</b>	<b>4500-7000</b>
18.		Draftsman Engineering	<b>1400-2300</b>	
19.		525-900	<b>1400-2600</b>	<b>5000-7850</b>
20.		525-900 (TS); 600-1100 (SG)		
21.		525-1050		
22.		525-1050 (TS); 600-1100 (SG)		
23.		525-1050 (TS); 700-1250 (SG)		
24.		600-1100		
25.		600-1100 (TS); 700-1250 (SG)		
26.		700-1150	<b>1600-2660</b>	<b>5450-8000</b>
27.		750-1250		
28.		750-1250 (TS); 750-1450 (SG)	<b>1640-2900</b>	<b>5500-9000</b>
29.		700-1400		
30.		700-1400 (TS); 800-1600 (SG)		
31.		750-1450		
32.		750-1450 (TS); 800-1600 (SG)		

<b>Sr. No.</b>	<b>Category/Post</b>	<b>Pay Scale as on 01.04.1979</b>	<b>Pay Scales as on 01.01.1986</b>	<b>Pay Scales as on 01.01.1996</b>		
33.		800-1600	<b>2000-3200</b>	<b>6500-9900</b>		
34.		800-1600 (TS); 900-1700 (SG)				
35.		800-1600 (TS);1200-1700 (SG)				
36.		800-1600 (TS); 1000-1800 (SG)				
37.		900-1700	<b>2000-3500</b>	<b>6500-10500</b>		
38.		900-1700 (TS); 1000-1800 (SG)				
39.		900-1800	<b>2000-3500</b>	<b>6500-10500</b>		
40.		900-1700 (TS); 1200-1850 (SG)				
41.		940-1850				
42.		1000-1500				
43.		1000-1500 (TS); 1600 (Fixed) (SG)				
44.		1000-1800				
45.		1000-1800 (TS); 1200-1860 (SG)				
46.		1200-1600				
47.		1200-1700				
48.		1200-1860				
49.		940-2000				
50.	<b>Group 'A'</b>	900-1700			<b>2000-3500</b>	<b>6500-10500</b>
51.		900-1800				
52.		940-1850				
53.		980-1850				
54.		Research Officer in ESO (Later)	<b>2375-3600</b>	<b>7450-11500</b>		
			<b>2500-4000 (New)</b>	<b>7500-12000</b>		
55.		980-1850	<b>2200-4000</b>	<b>8000-13500</b>		
56.		1000-1800				
57.		1200-1700				
58.		1200-1860				
59.		1250-2000	<b>3000-4500</b>	<b>10000-13900</b>		
60.		1400-1860				
61.		1400-2000				
62.		1400-2100				

<b>Sr. No.</b>	<b>Category/Post</b>	<b>Pay Scale as on 01.04.1979</b>	<b>Pay Scales as on 01.01.1986</b>	<b>Pay Scales as on 01.01.1996</b>
63.		1700-2150	<b>3000-5000</b>	<b>10000-15200</b>
64.		1760-2300		
65.		2000-2300		
66.		2000-2400	<b>3700-5000</b>	<b>12000-16500</b>
67.		2000-2500		
68.		2100-2500		
69.		2150-2500		
70.		2250-2500	<b>4100-5300</b>	<b>13500-17250</b>
71.		2250-2600		
72.		2250-2750		
		IPS Selection Grade	<b>4500-5700</b>	<b>14300-18300</b>
		IAS Selection Grade	<b>4800-5700</b>	<b>15100-18300</b>
			<b>5100-6150</b>	<b>16400-20000</b>
			<b>5100-6700</b>	<b>16400-20900</b>
73.		2500-2750	<b>5900-6700</b>	<b>18400-22400</b>
74.		2500-3000		
		2500-2750 + 250 SP	<b>7300-7600</b>	<b>22400-24500</b>
	<b>Total Pay Scales</b>	70 (Excluding the scales for AIS)	<b>29</b>	<b>28</b>

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**See also amendment made vide  
No. 1/19/98-4PR(FD), Dated 18.07.2001.**

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

***Notification***

**The 7th January, 1998**

**No. G.S.R.4/Const./Art. 309/98.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely :-

**1. Short title, commencement and objective.—**

- (1) These rules may be called the Haryana Civil Services (Assured Career Progression) Rules, 1998.
- (2) They shall be deemed to have come into force on the first day of January, 1996, unless otherwise provided by the Government for any class or category of persons.
- (3) The objective of these rules is to provide such of Government servants who fall within the scope of these rules, atleast two financial upgradations, including the financial upgradation, if any, availed by such Government servants as a consequence of the functional promotion, within the corresponding prescribed period of length of service during his entire career, as may be specified under these rules or by the Government from time to time within these rules, with reference to the functional pay scale of the post on which he joined the Government service as a direct recruited fresh entrant.

**2. Categories of Government servant to whom the rule apply.—**

- (1) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to civil services and posts in connection with affairs of the Government of Haryana and who are under the administrative control of the Government of Haryana and whose pay is debitable to the consolidated Fund of the State of Haryana and as are mentioned in Schedule I of these rules.
- (2) These rules shall not apply to -
  - (a) Officers of judiciary working in connection with the affairs of Haryana State. As a separate commission has been appointed for revision of their pay scale.
  - (b) Persons not in whole time employment;
  - (c) Persons paid out of contingencies;
  - (d) Persons paid otherwise than on monthly basis including those paid only on a piece-rate basis or on daily wage.
  - (c) Any other class or category of persons whom the Government may by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

**3. DEFINITIONS:-** In these rules, unless the context otherwise requires.—

- (a) **“CSR”** means the Punjab Civil Services Rules as amended from time to time and as applicable in connection with the affairs of Government of Haryana;



- (b) **“direct recruited fresh entrant”** with reference to a post or a Government servant means the post on which such Government servant was recruited as a regular and direct recruit in the Government service and is in continuous employment of Government since such recruitment;
- (c) **“existing scale”** in relation to any post or any Government servant means the functional pay scale as on 31st December, 1995 prescribed for the post on which such Government servant was recruited as a direct recruited fresh entrant.
- (d) **“functional pay scale”** in relation to a Government servant means the pay scale which is prescribed for the post held by the Government servant. It does not mean any other pay scale in which the Government servant is drawing his pay as a personal measure to him with any other justification like based on length of service, or on higher/additional qualification or on upgradation of pay scale due to any other reason.
- (e) **“first assured career progression scale”** with reference to.—
- (i) Government servant means the revised scale as mentioned in column 3 of Part I of Schedule-I against the name of post(s) in column 2 of Part 1 of Schedule-I, on which the Government servant was recruited as a direct recruited fresh entrant in the Government service,
- (ii) all other Government servants not covered in sub-clause (i) above but on whom these rules apply, the pay scale as mentioned in column 3 of part II of Schedule I against the pay scale mentioned in column 2 of Part II of Schedule I, as the corresponding existing scale prescribed for the post against which such Government servant was recruited as a direct recruited fresh entrant in the Government service.
- Provided that** the First Assured Career Progression scale may also be referred to as 1st ACP scale or ACP-I scale.
- (f) **“Government”** means the Government of Haryana in the Finance Department, save as otherwise provided by or under these rules;
- (g) **“Government servant”** for the purposes of these rules means the person(s) appointed to the post(s) in connection with the affairs of the Government of Haryana which are under the administrative control of Government of Haryana and whose pay is debitable to the consolidated fund of State of Haryana and on whom these rules apply;
- (h) **“Memorandum explanatory”** means the memorandum appended annexed to these rules, briefly explaining the nature, philosophy, justification, objectives applicability etc. of these rules;
- (i) **“officiating post”** means the post which is held by the Govt. servant to which he has not been confirmed or to which he has been appointed as a temporary measure while still retaining his lien to a different post or to which he performs the duties while another person holds a lien to such post. The Govt. servant occupying a post while still on probation is also to be considered to be holding an officiating post. Further if competent authority has appointed a Government servant to officiate on a vacant post on which no other Government employee

holds a lien, even such appointment shall be an appointment as against an officiating post;

- (j) **“present scale”** in relation to any Government servant who falls within the scope of these rules means the pay scale in which such Government servant was drawing his pay prior to 31.12.1995, if such pay scale happened to be different than the functional pay scale prescribed for the post on which such Government servant was working.
- (k) **“pay scale as a personal measure to the Government servant”** with reference to any Government servant means any scale of pay, other than the existing scale, in which such Government servant is drawing his pay, including ACP-1 and ACP-II, as the case may be, with respect to the employees to whom these rules apply;
- (l) **“PFR”** means the Punjab Financial Rules as amended from time to time and as is applicable in connection with the affairs of Government of Haryana;
- (m) **“persons”** mean persons who are Government servants for the purposes of these rules;
- (n) **“pay”** means the amount drawn monthly by a Government servant in the pay scale in which he was drawing his salary before 31.12.1995;
- (o) **“revised scale”** in relation to any Government servant means revised corresponding Assured Career Progression scale in which the Government servant is eligible or entitled to be placed as a consequence of application of these rules in place of the present scale for the purpose of drawing the pay as a personal measure to such Government servant.
- (p) **“revised emoluments”** with reference to any Government servant means basic pay of the Government servant in the revised scale in which the Government servant has been placed for drawing his pay by or under these rules and includes revised non-practicing allowance, if any, admissible to him in addition to the pay in the revised scale;
- (q) **“second assured career progression scale”** with reference to
  - (i) Government servant means the revised scale as mentioned in column 4 of Part 1 of schedule 1 against the name of post(s) in column 2 of part 1 of schedule 1, on which the Government servant was recruited as a direct recruited fresh entrant in the Government service.
  - (ii) all other Government servants not covered in sub-clause (i) above but on whom these rules apply, the pay scale as mentioned in column 4 of Part II of Schedule I against the pay scale mentioned in column 2 of Part II of Schedule I, as the corresponding existing pay scale prescribed for the post against which such Government servant was recruited as a direct recruited fresh entrant in the Government service:  
  
Provided that the Second Assured Career Progression Scale may also be referred to as 2nd ACP scale or ACP-II scale.

- (r) **“standard pay scale”** (as it is or with the prefix “First” or “Second” as the case may be) with respect to any Government servant means the scale of pay, other than the existing pay scale prescribed for the post on which such Government servant is working, in which the Government servant was drawing his pay prior to 31.12.1995 and also any pay scale granted to him for the purposes of drawing his pay as “pay scale” as a personal measure to him as defined under these rules through any other order/notification of the Government or with any other reason;
- (s) **“schedule”** means schedule appended to these rules;
- (t) **“substantive pay”** means pay drawn by the Government servant on the post to which the Government servant has been appointed substantively or by reason of his substantive position in a cadre.

#### 4. **Assured Career Progression Scale of pay:-**

- (1) The first and second ACP scales of pay of any post or any Government servant recruited against such post mentioned in column 2 as a direct recruited fresh entrant shall be as specified in column 3 and 4 respectively in Part 1 of Schedule I against the name of such post or any Government servant recruited as fresh entrant against the posts.
- (2) The first ACP scale and the second ACP scale for all the other posts or Government servants not covered in sub-rule (1) with functional pay scale as on 31.12.1995 as mentioned in column 2 of Part II of Schedule I and on which the Government servant was recruited as a direct recruited fresh entrant, shall be as mentioned in column 3 and 4 with respect to such Government servants.

#### 5. **Eligibility for Grant of ACP Scales:-**

- (1) Every Government servant who, after a regular satisfactory service for a minimum period of 10 years, if the minimum period is not otherwise prescribed to be different than 10 years either in these rules or by the Government for any class or categories of Government servant from time to time, has not got any financial upgradation in terms of grant of a pay scale higher than the functional pay scale prescribed for the post as on 31.12.1995, on which he was recruited as a direct recruited fresh entrant:-
  - (a) either as a consequence of his functional promotion in the hierarchy, or
  - (b) as a consequence of the revision of pay scale for the same post, or
  - (c) as a consequence of any other event through which the functional pay scale of the post has been upgraded, with respect to the functional pay scale prescribed for the post as on 31.12.1995,

shall for the purposes of drawal of pay, be eligible for placement into the First ACP scale with reference to him.

- (2) Every Government servant who after a regular satisfactory service for a minimum period of 20 years, if the minimum period is not otherwise prescribed to be different than 20 years either in these rules or by the Government for any class or categories of Government servant from time to time has not got more than one financial upgradation in terms of grant of a pay scale higher than the functional pay scale prescribed for the post as on 31.12.1995 on which he was recruited as a direct recruited fresh entrant :-

- (a) either as a consequence of his functional promotion in the hierarchy, or
- (b) as a consequence of the revision of pay scale for the same post, or
- (c) as a consequence of any other event through which the functional pay scale of the post has been upgraded, with respect to the functional pay scale prescribed for the post as on 31.12.1995,

shall for the purposes of drawal of pay, be eligible for placement into the Second ACP scale with reference to him;

**Provided** that grant of ACP scale shall also be considered financial upgradation for the purposes of this rule.

**Note :** For the purpose of these rules, “**Regular satisfactory service**” would mean continuous service counting towards seniority under Haryana Government, including continuous service in Punjab Government before re-organisation commencing from the date on which the Government servant joined his service after being recruited through the prescribed procedure or rules etc. for regular recruitment in the cadre in which he is working at the time of being considered his eligibility for grant of ACP scales under these rules and after further fulfilling all the requirements prescribed for determining the suitability of grant of ACP scales.”

**EXPLANATION:** The ACP scale upgradation will come into play only if due to functional promotion or upgradation of scale for the same post as specified above, the Government servant has not got the benefit of atleast one pay scale upgradation within the prescribed period of 10 years or any other prescribed period for the grant of 1st ACP scale or two such financial upgradations within a period of 20 years or within the period otherwise specified for grant of second ACP scale. If within 10 years of service or within the prescribed period of service for the grant of 1st ACP, the employee has already got atleast one financial upgradation or within 20 years of service, as the case may be, or otherwise prescribed period of service for the grant of second ACP scale, the Government servant has already got atleast two financial upgradations, benefit of these rules will not be extended to such employees save if otherwise provided in these rules.

- (3) For determining the eligibility of grant of ACP Scale, following conditions must also be fulfilled by the Government servant : -
  - (a) After completing the respective prescribed period for eligibility for the grant of ACP scales the Government servant should be fit to be promoted to the next higher post in the functional hierarchy in his cadre, but could not be functionally promoted due to lack of vacancy in the promotional post in the hierarchy to which he is eligible to be promoted;
  - (b) If such promotion involves test of any departmental post or other test etc. such condition should also be fulfilled by such Government servant.
- (4) The eligibility for grant of the ACP scales shall further be subject to any other restriction as may be prescribed by the Government from time to time including the restriction of the number of Government servant to be granted the respective ACP scales in terms of percentage of posts in the cadre to which such ACP placements shall be limited;

Provided that till the time such restrictions are not imposed by the Government :-

- (a) there shall be no restriction on the number of Government servants to be granted the first or second ACP scales with reference to the Government servants covered in sub-rule (2) of rule 4.
- (b) for the Government servants covered in sub-rule (1) of rule 4, there shall be no restriction on the number of Government servants for grant of first ACP scale. However, the grant of the second ACP scale for such Government servants as covered in sub-rule (1) of rule 4 shall be limited to 20% of the total posts in the cadre.

**6. Responsibility to be discharged etc.:-** On placement in the ACP scale, the Government servant shall continue to hold operational duties of his previous post held by him and will continue to hold the previous designation till such time as he is actually promoted to the higher post on the occurrence of a vacancy.

**7. Consequences of ACP scales etc.:-** Placement in the ACP scale will entitle only financial benefit of drawal of pay and dearness relief on pay in the ACP pay scale. The other entitlements including the entitlement generally dependent on the status of the employee shall continue to be determined with reference to his post on which he is working in the substantive capacity or to the functional pay scale of the post against which he was working substantively, before being granted the ACP scale(s).

**8. Grant of Assured Career Progression Scales:**

- (1) Rule 5 lays down the eligibility conditions for placement in the relevant ACP scales and does not authorise the placement automatically for placement in ACP scales in which Government servant is eligible to be placed under these rules. The authority competent to grant promotion in case of the Government servant shall pass suitable orders for grant of ACP scale under these rules, authorising the placement of Government servant in the appropriate ACP scales. Before, passing such order:
  - (a) the authority competent shall ensure if there are Departmental Promotion Committees for promotion, such Committees should also consider the cases in which ACP scales are to be granted as if these were the cases for determining the suitability for promotion and their recommendations are considered in the identical manner as considered in case of functional promotion;
  - (b) the authority competent shall ensure that the conditions and provisions laid down in these rules or any other order/instructions etc. issued under these rules or other wise with this purpose, are strictly adhered to;
  - (c) the authority competent shall ensure that the number of financial upgradations to be granted to Government servant is counted from the scale where the Government servant was inducted on direct recruitment basis as a fresh entrant. The number of financial upgradation should be strictly adhered to;
  - (d) the authority competent shall also ensure compliance with the provision of these rules or any other rules or instructions issued by Government.

**EXPLANATION** - The “**authority competent**” for the purpose of this rule would mean the authority competent in case of promotion for the respective categories of posts.

- (2) The ACP scale so granted shall be effective from the date it is due and not from the date on which the orders are issued by the competent authority, if the orders so issued by the competent authority has been issued on a date which is different from the due date of eligibility;

**Provided that** the Government servant will draw his pay only after the orders for granting such scale are issued by the competent authority in the relevant ACP scale.

(3) The cases of Government servants who are drawing their pay in a pay scale other than the functional pay scale of the post held by them on or before the date of publication of these rules, shall be exempted from the operation of the provision of sub rules (1) and (2) above and with reference to such Government servant the relevant ACP scale shall be deemed to have been granted under these rules from the date(s) on which they were placed in the pay scale(s) other than the functional pay scale(s) of the post held by them, for the purposes of drawing their pay as a consequence of any other relevant order of Govt. in force on that point of time.

**Provided that** this deemed grant of ACP scale will not affect his entitlement for revised pay scale in which he will be placed as a consequence of application of these rules. Such Government servants shall be placed in the appropriate revised pay scale as per their eligibility under these rules for the purposes of fixation of pay as a consequence of application of these rules.

**9. Non-admissibility of stepping up in certain cases:-** If the service rules provides or circumstances warrant direct recruitment at the level of promotional post, in addition to the filling up of such posts through promotion, no benefit of pay upgradation to the senior Government servant who happens to be a direct recruitee to a post other than the post on which the junior Government servant is a direct recruitee, on the plea that the junior promotee is drawing more salary based on the benefit of ACP upgradation shall be admissible.

**10. Special entitlement for ACP scales :-** Where the functional pay scale of the promotional post in the hierarchy is inferior to the ACP scale entitlement of the Government servant, had he not been promoted, as per his eligibility and entitlement on completion of prescribed length of service for the 1st or 2nd ACP scale entitlement, as the case may be, the Government servant shall be entitled to be placed in the 1st or 2nd ACP scale, as the case may be, after completing the prescribed period of service for being placed in the 1st or 2nd ACP scale;

**Provided that** such functional promotion to a post with such inferior pay scale shall not be counted as a financial upgradation for the purposes of these rules.

**11. Ceasing of Entitlement of ACP scales:-** In case the Government servant chooses to forego any functional promotion on any ground whatsoever, while drawing his pay in any ACP scale with reference to him, he shall cease to be entitled to draw his pay in the ACP pay scales and shall draw his pay in the functional pay scales prescribed for the post on which he is substantively working from the date of such forgo of promotion.

**12. “Scale of Pay”:** The pay scale for the purpose of these rules for the Government servant shall be as under:-

- (a) the revised scale of pay for such Government servants working against the posts specified in column 2 of Part I of Schedule I shall be as specified against it in

column 3 and 4 of the above said part of the above said schedule as the first and second ACP scales respectively:

- (b) for all other Government servants on whom these rules apply but who are not covered under the sub-rule (a) above, the scale of pay shall be as specified in Part II of Schedule I in column 3 and 4 as the first and second ACP scale respectively corresponding to the existing scale mentioned in column 2 of above said schedule;

**Provided that** the posts for which the functional pay scales prescribed have been revised through the Haryana Civil Services (Revised Pay) Rules, 1998, the existing scales shall be considered as the corresponding existing scales to the so revised pay scales under the Haryana Civil Services (Revised Pay) Rules, 1998, for the purpose of this rule.

**13. Drawal of pay in revised scale:-**

- (i) Save as otherwise provided in these rules a Government servant shall draw pay in the first ACP scale or second ACP scale as applicable in his case;

**Provided that** a Government servant may elect to continue to draw pay in the present scale until the date or which he earns his next or any subsequent increment in the present scale or until he vacates his post or ceases to draw pay in that scale;

**Provided further that** if the Government servant elects to draw his pay in the present scale as per the provisions of these rules, he will continue to draw his pay in the present scale as per the terms and conditions prescribed for drawal of pay for the present scale and none of the provisions under these rules or under the Haryana Civil Services (Revised Pay) Rules, 1998, shall be applicable on such Government servants till the time they opt to be governed by or are brought over into either of these two rules.

**EXPLANATION :** The option to retain the present scale under the proviso of this rule shall be admissible in respect of only one Scale out of the present scale(s) or existing scale(s).

**14. Exercise of option:-**

- (1) The option under the proviso to rule 13 shall be exercised in writing in the form appended to the Schedule so as to reach the authority mentioned in sub-rule (2) within three months of the date of publication of these rules;

**Provided that** in the case of Government servant who is on the date of such publication, on leave or on deputation or on foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in Government or in case where he is on leave, at the expiry of the sanctioned leave, whichever is earlier;

**Provided further** that where a Government servant is under suspension on the 1st day of January, 1996, the option may be exercised within three months of the date of his return to his duty if that date is later than the date prescribed in this sub-rule.

- (2) The option shall be intimated by the Government servant to the Head of his Office.
- (3) If the intimation regarding option is not received within the time mentioned in sub rule (1), the Govt. servant shall be deemed to have elected to be governed by the First and Second ACP scale of pay, as the case may be, on and from the 1st day of Jan., 1996.
- (4) The option once exercised shall be final.

**Note :** Person whose services were terminated on or after the 1st January, 1996, and who could not exercise the option within the prescribed time limit, on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceedings, are entitled to the benefit of this rule;

**Provided that** with respect to the persons whose services were terminated on account of death, the option shall be exercised by his legal heir who is entitled to the receipt of payments.

**15. Fixation of initial pay in the First or Second ACP Scale, as the case may be :-**

- (1) The initial pay of a Government servant who is governed by these rules and who elects or is deemed to have elected under sub rule (4) of rule 14 to be governed by the Revised First ACP Scale or Revised Second ACP scale of pay, as the case may be, on and from the 1st day of January, 1996, shall, unless in any case the Government by special order otherwise directs, be fixed in the Revised First ACP scale or Revised Second ACP scale, as the case may be, depending upon his eligibility, in the following manner:-

**(A) In the case of all Government servants:**

- (i) an amount representing 40 percent of the basic pay in the present scale shall be added to the existing emoluments of the employee;
- (ii) after the existing emoluments have been so increased, the pay shall thereafter be fixed in the revised scale at the stage equal to such computed amount in sub-rule (i) above and in case, there is no such stage in the revised scale equal to such computed amount in sub-rule (i) above, at the stage next above the amount thus computed in the revised scale,

**Provided that :-**

- (a) if the minimum of the revised scale is more than the amount so computed in sub-rule (i) above, the pay shall be fixed at the minimum of the revised scale;
- (b) if the amount so computed in sub-rule (i) above is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.



**Provided further that** where in the fixation of pay, the pay of Government servants drawing pay at more than four consecutive stages in a present scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of these Government servants who are drawing pay beyond the first four consecutive stages in the present scale shall be stepped up to the stage where such bunching occurs, as under, by the grant of increments(s) in the revised scale in the following manner, namely;

- (a) for Government servants drawing pay from the 5th upto the 8th stage in the present scale - **by one increment**
- (b) for Government servants drawing pay from the 9th upto the 12th stage in the present scale, if there is bunching beyond the 8th stage - by two increments
- (c) for Government servants drawing from the 13th upto the 16th stage in the present scale, if there is bunching beyond the 12th stage - by three increments.

**Provided further that** - the fixation thus made shall ensure that every employee will get atleast one increment in the revised scale of pay for every three increments (inclusive of stagnation increments), if any in the present scale of pay.

**EXPLANATION :** For the purpose of this clause “**existing emolument**” shall include,

- (a) the basic pay in the present scale;
  - (b) dearness allowance appropriate to the basic pay admissible at index average 1510 (1960=100), and;
  - (c) the amounts of first and second instalment of interim relief admissible on the basic pay in the present scale;
- (B)** in the case of Government servants who are in receipt of one or more categories of special pay/allowance in addition to pay in the present scale which has been prescribed with a revised scale of pay without some or all such special pay/allowance, pay shall be fixed in the revised scale in accordance with the provisions of clause (A) above except that in such cases “existing emoluments shall include: -
- (a) the basic pay in the present scale;
  - (b) present amount of all such special pay/allowance, which have been discontinued.
  - (c) admissible dearness allowance appropriate at index average 1510 (1960= 1 00) under the relevant orders; and
  - (d) the amounts of first and second instalments of interim relief admissible on the basic pay in the present scale.

**EXPLANATION :** In certain categories of Government servants two or more categories of special pay or allowances may be merged and a unified special pay or allowance may be prescribed. In such cases, the categories of special pay/allowances which may be merged and substituted by a unified special pay/allowances, will not be considered as special pay/allowances which have been discontinued for the purposes of calculations under this sub-rule.

- (C) In the case of Government servants who are in receipt of special pay component with any other nomenclature in addition to pay in the present scales, such as personal pay for promoting small family norms, etc., and in whose case the same has been replaced in the revised scale with corresponding allowance/pay at the same rate or at a different rate the pay in the revised scale shall be fixed in accordance with the provisions of clause (A) above. In such cases the allowance at the new rate. as recommended shall be drawn in addition to pay in the revised scale of pay;
- (D) In the case of medical officers who are in receipt of Non-Practicing Allowance (NPA), the pay in the revised scale shall be fixed in accordance with the provisions of clause (A) above except that in such cases the term "existing emoluments" shall not include NPA and dearness allowance on NPA and will comprise only the following:-
- (a) the basic pay in the present scale;
  - (b) dearness allowance appropriate to the basic pay admissible at index average 1510 (1960=100) under the relevant orders; and
  - (c) the amounts of first and second instalments of interim relief admissible on the basic pay in the present scale and non-practicing allowance under the relevant orders and in such cases, non-practicing allowance at the new rates shall be drawn in addition to the pay so fixed in the revised scale.

**Note 1 -** Where the increment of a Government servant falls on 1st day of January, 1996, he shall have the option to draw the increment in the present scale or the revised scale.

**Note 2 -** Where a Government servant is on leave on the 1st day of January, 1996, he shall become entitled to pay in the revised scale of pay from the date he joins duty.

**Note 3 -** In case of Government servant under suspension, he shall continue to draw subsistence allowance based on present scale of pay and his pay in the revised scale of pay will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.

**Note 4 -** Where the existing emoluments as calculated in accordance with clause (A), clause (B), clause (C) or clause (D), as the case may be, exceed the revised emoluments in the case of any Government servant, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

**Note 5 -** Where in the fixation of pay under sub-rule (1), pay of a Government servant, who, in the present scale was drawing immediately before the 1st day of January, 1996, more pay than another Government servant junior to him in the same cadre, gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped up to the same stage in the revised scale as that of the junior;

**Provided that** if the pay of a senior Government servant in the revised scale is getting fixed at a stage lower than that of his junior because of the junior drawing his pay in a pay scale as a personal measure to him due to his entitlement of

higher ACP scale or standard scale etc. the benefit of upgradations or stepping up to the senior under these rules will not be admissible.

**Note 6 -** Where a Government servant is in receipt of personal pay on the 1st day of January, 1996 which together with his existing emoluments as calculated in accordance with clause (A), clause (B), clause (C) or clause (D), as the case may be, exceeds the revised emoluments, then, the difference representing such excess shall be allowed to such Government servant as personal pay to be absorbed in future increases in pay.

**Note 7 -** In cases where a senior Government servant has moved into first or second ACP scales or standard scale etc., as the case may be, before the 1st day of January, 1996, and draws less pay in the revised scale than his junior who moves into the same entitled first or second ACP scale on or after the 1st day of January, 1996, the pay of the senior Government servant should be stepped up to an amount equal to the pay as fixed for his junior in that ACP scale. The stepping up should be done with effect from the date on which the junior Government servant moves into the same ACP scale, subject to the fulfillment of the following conditions, namely: -

- (a) both the junior and the senior Government servants should belong to the same cadre and the ACP scale in which they have been moved should be same and in the same cadre.
- (b) the present scale and revised scale of pay for both the Government servants should be the same.
- (c) the senior Government servants at the time he moved into the first or second ACP scale or standard scale, as the case may be, should have been drawing equal or more pay than the junior.

The order relating to refixation of the pay of the senior officer in accordance with the above provisions should be issued under these rules and the senior officer will be entitled to the next increment on completion of his required qualifying service with effect from the date of refixation of pay;

**Provided that** the benefit of stepping up to the senior Government servant under this Note will not be applicable if the senior Government servant is being fixed at a lower stage while drawing his pay in the functional pay scale prescribed for the post on which he is working and as a consequence of the junior Government servant drawing his salary in the pay scale other than the functional pay scale prescribed for the post held by the junior or the junior officer is drawing pay in the identical pay scale as a personal measure to him.

- (2) The initial pay of a Government servant who is drawing his pay in a pay scale other than the functional pay scale prescribed for the post held by him and where such pay scale in which he is drawing his pay has been allowed to him for the purposes of drawing the pay on or after 1.1.1996 in the relevant ACP scale as per his eligibility, his pay shall be fixed in the entitled ACP scale at the stage next above the basic pay in the earlier pay scale, from where he has been moved into the relevant ACP scale;

**Provided that** the exemption granted under sub rule (3) of rule 8 shall apply to the Government servants eligible for such exemption.

**Note :** The placement in the first or second ACP scale, as the case may be, does not amount to a functional promotion and, therefore, the presumption of higher responsibility cannot be taken in such placements in the ACP scale. However, still the benefit of fixation of pay corresponding to the placement in the higher pay scale as a consequence of promotion that is presuming the higher responsibility shall be extended at the stage of fixation of pay in the first or second ACP scale, as the case may be. Therefore, if the functional pay scale of the promotional post and the ACP pay scale in which the Government servant is drawing his pay prior to the promotion are identical, his pay will not again be fixed in the Functional pay scale of the promotional post which is identical to the ACP scale in which he was drawing his pay before promotion. He will continue to draw his salary at the same stage and his date of increment will also continue to be the same as before the promotion.

**16. Date of next increment in the First or Second ACP scale, as the case may be:-** The next increment of a Government servant whose pay has been fixed in the revised scale in accordance with sub-rule (1) of rule 15 shall be granted on the date he would have drawn his increment, had he continued in the present scale;

**Provided that** in cases where the pay of a Government servant is stepped up in terms of Note 7 to sub rule (1) and also second proviso to sub-rule (1) of rule 15, the next increment shall be granted on the completion of qualifying service of 12 months from the date of the stepping of the pay in the revised scale;

**Provided further that** in case other than those covered by the preceding proviso, the next increment of a Government servant, whose pay is fixed on the 1st day of January, 1996 or on any, subsequent date, at the same stage and in the same pay scale as the one fixed for another Government servant junior to him in the same cadre and drawing pay at a lower stage than his in the present scale, shall be granted on the same date as admissible to his junior, if the date of increment of junior happens to be earlier;

**Provided also that** in the case of persons who had been drawing maximum of the present scale for more than a year as on the 1st day of January, 1996, next increment in the revised scale shall be allowed on the first day of January, 1996.

**17. Fixation of pay in the First or Second ACP scale subsequent to the 1st day of January, 1996 -** Where a Government servant continues to draw his pay in the present scale and is brought over to revised scale from a date later than the 1st day of January, 1996, his pay from the later date in the revised scale shall be fixed under **these rules** and for this purpose his pay in the present scale shall have the same meaning as of existing emoluments as calculated in accordance with clause (A), clause (B), clause (C) or clause (D), as the case may be, of sub-rule 1 of rule 15 except that the basic pay to be taken into account for calculation of those emoluments will be the basic pay on the later date aforesaid and where the Government servant is in receipt of special pay or non practicing allowance, his pay shall be fixed after deducting from those emoluments an amount equal to the special pay or non practicing allowance, as the case may be, at the revised rates appropriate to the emoluments so calculated.

**18. Disbursal of arrears:-** The arrears would be deposited to the corresponding account of General Provident Fund of the Government servant with the restriction that the arrears having been deposited on this account will not be allowed to be withdrawn by the Government servant for one year from the date it is so deposited under these rules.

**EXPLANATION :** for the purposes of this rule:

- (a) **“arrears of pay”**, in relation to a Government servant means the difference as a consequence to applicability of these rules between:-
- (i) The aggregate of pay and allowances to which he is entitled on account of the revision of his pay and allowances under these rules, for the relevant period; and
  - (ii) The aggregate of the pay and allowances to which he would have been entitled (whether such pay and allowances had been revised or not) for that period had his pay and allowances not been so revised.
- (b) **“relevant period”**, means the period commencing on the 1st day of January, 1996 and ending with the 31st of December, 1997;

**Provided that** if the Government servant elects to draw his pay in the present scale as per the provisions of these rules, the relevant period would mean the period commencing from the date on which he has been brought over to the revised pay structure under these rules and ending on 31.12.1997.

**19. Overriding effect of these rules:-** The provisions of CSR or PFR or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

**20. Power to relax.-** Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**Note:** The relaxation so granted under this rule shall be deemed to have been given depending upon the merit of such class and categories of Government servant and, therefore, will not amount to any discrimination to other class and categories of Government servant.

**21. Power to make addition or deletion etc:** - Where the Government is satisfied that there is a necessity to make additions or to delete any class or categories of posts or change the designations and scales of pay either permanently or temporarily in the Schedules of these rules, the Government will be competent to add or delete or to change such conditions. The provisions of these rules will apply on such additions or deletions or changes as the Government may direct by specific orders or in the absence of that all the provisions of these rules shall apply as if the changes were made.

**22. Interpretation.-** If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government for decision.

**23. Residuary Provisions.** - In the event of any general or special circumstances which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and the Government will prescribe the conditions to be followed under such circumstances. Such conditions as shall be prescribed by the Government under this rule shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain conditions under these rules, the Government shall prescribe such conditions and such conditions as shall be prescribed by the Government under this rule shall be deemed to be the part of these rules.

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**24. Repeal :-** All the orders/notification/instructions/any other instrument issued by Government through which the Government servant is entitled to draw the salary in a pay scale other than the functional pay scale prescribed for the post against which he is working shall become inoperative with effect from the date preceding the date of publication of these rules, with respect to Government servants on whom these rules apply;

**Provided that** the Government servants who have elected under rule 13 to continue in the present scale shall continue to be governed by the earlier orders etc. as applicable to them, till the time, they elect to be governed or are brought over to these rules;

**Provided further that** nothing in these rules shall amount to discharging the liability of the Government servant to refund the additional financial benefit taken by them to the Government.

**SCHEDULE I****PART I**

<b>Sr. No.</b>	<b>Name of the post/cadre in which the Government servant were recruited as a direct recruited fresh entrant</b>	<b>First Assured Career Progression Scale</b>	<b>Second Assured Career Progression Scale</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	<b>Haryana Civil Medical Service Doctors</b>	10000-325-13900  (After 5 years of regular satisfactory service in the cadre)	12000-375-16500  (After 11 years of regular satisfactory service in the cadre)
2.	<b>Haryana Dental Service Doctors</b>	10000-325-13900  (After 5 years of regular satisfactory service in the cadre)	12000-375-16500  (After 11 years of regular satisfactory service in the cadre)
3.	<b>AEE/AE/SDEs in the Department of PWD (B&amp;R)</b>	10000-325-13900  (After 5 years of regular satisfactory service in the cadre)	12000-375-16500  (After 11 years of regular satisfactory service in the cadre)
4.	<b>AEE/AE/SDEs in the Department of Irrigation</b>	10000-325-13900  (After 5 years of regular satisfactory service in the cadre)	12000-375-16500  (After 11 years of regular satisfactory service in the cadre)
5.	<b>AEE/AE/SDEs in the Department of Public Health</b>	10000-325-13900  (After 5 years of regular satisfactory service in the cadre)	12000-375-16500  (After 11 years of regular satisfactory service in the cadre)
6.	<b>Veterinary Surgeons in the Department of Animal Husbandry</b>	10000-325-13900  (After 5 years of regular satisfactory service in the cadre)	12000-375-16500  (After 11 years of regular satisfactory service in the cadre)

7.	<b>Deputy Superintendent of Police</b>	10000-325-13900  (After 5 years of regular satisfactory service in the cadre)	12000-375-16500  (After 11 years of regular satisfactory service in the cadre)
8.	<b>Excise &amp; Taxation Officers in the Department of Commercial Taxes</b>	10000-325-13900  (After 7 years of regular satisfactory service in the cadre)	12000-375-16500  (After 14 years of regular satisfactory service in the cadre)
9.	<b>Excise &amp; Taxation officers in the Department of Prohibition &amp; Excise</b>	10000-325-13900  (After 7 years of regular satisfactory service in the cadre)	12000-375-16500  (After 14 years of regular satisfactory service in the cadre)



**SCHEDULE I****PART II**

<b>S. No.</b>	<b>Functional pay scale to the post as on 31.12.95 on which the Government servant was recruited</b>	<b>First Assured Career Progression Pay Scale</b>	<b>Second Assured Career Progression higher Pay</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	<b>750-12-970-EB-14-940</b>	2650-65-3300-EB-70-4000	3050-75-3950-EB-80-4350
2.	<b>775-12-955-EB-14-1025</b>	2650-65-3300-EB-70-4000	3050-75-3950-EB-80-4350
3.	<b>800-15-1010-EB-20-1150</b>	3050-75-3950-EB-80-4350	4000-100-4800-EB-100-6000
4.	<b>950-20-1150-EB-25-1400</b>	4000-100-4900-EB-100-6000	5000-150-7100-EB-150-7850
5.	<b>950-20-1150-EB-25-1500</b>	4000-100-4900-EB-100-6000	5000-150-7100-EB-150-7850
6.	<b>950-25-1200-30-1560-EB-40-1800</b>	4000-100-4900-EB-100-6000	5000-150-7100-EB-150-7850
7.	<b>975-25-1150-EB-30-1540</b>	4000-100-4900-EB-100-6000	5000-150-7100-EB-150-7850
8.	<b>1200-30-1560-EB-40-2040</b>	5000-150-7100-EB-150-7850	5450-150-6950-EB-150-8000
9.	<b>1320-30-1560-EB-40-2040</b>	5000-150-7100-EB-150-7850	5450-150-6950-EB-150-8000
10.	<b>1350-30-1440-40-1800-EB-50-2200</b>	5000-150-7100-EB-150-7850	5450-150-6950-EB-150-8000
11.	<b>1400-40-1600-50-2300-EB-60-2600</b>	5450-150-6950-EB-150-8000	5500-175-8300-EB-175-9000
12.	<b>1600-50-2300-EB-60-2660</b>	5500-175-8300-EB-175-9000	6500-200-8500-EB-200-9900
13.	<b>1640-60-2600-EB-75-2900</b>	6500-200-8500-EB-200-9900	6500-200-8500-EB-200-10500
14.	<b>2000-60-2300-EB-75-3200</b>	6500-200-8500-EB-200-10500	6500-200-8500-EB-200-10500
15.	<b>2000-60-2300-75-2900-EB-100-3500</b>	No change	No change

**SECOND SCHEDULE**

**Form of option**

*[See Rule 14(1) ]*

\*(i) I ..... hereby elect the revised scale with effect from 1st January, 1996.

\*(ii) I ..... hereby elect to continue on\*\* the existing scale of pay of my substantive/officiating post mentioned below until :

\*the date of my next increment

the date of my subsequent increment

raising my pay to Rs .....

\*the date I vacate or cease to draw pay in the existing scale

\*\*Existing scale .....

Signature .....

Name .....

Designation .....

Office to which employed .....

Date :

Station :

\*To be scored out if not applicable

**Memorandum Explanatory to the Haryana Civil Services  
(Assured Career Progression) Rules, 1998**

**Rule 1.** This rule is self explanatory.

The objective is that in case of stagnation i.e. in the absence of promotion for a certain years of service, the employee will move to the 1st and 2nd ACP scale of pay though he shall continue to discharge the same responsibility. Functionally, therefore, this movement shall not amount to a promotion and the objective of this scheme is to offset the financial stagnation as a consequence of non-availability or non requirement of functional promotion posts. These rules have been framed so that this facility is available to all the employees equally under equal circumstances. The classification, therefore, is based on the principle that one requires more money as one grows older, and that the requirements do not allow him an opportunity of functional promotion and consequential financial upgradation due to non availability of functional promotional avenues.

The problem of stagnation was widely recognised throughout the country in Government employments. It was felt that to keep the level of motivation of the employees at a satisfactory level it is required that this general problem of lack of promotional avenues and thereby lack of financial advantages should be addressed to adequately.

The entire scheme of Assured Career Progression is about granting a person pay upgradation, when functional consideration do not permit him to rise in the hierarchy. He continues to perform the same job as before but moves into the prescribed higher scale subject to his eligibility. The idea here is the basic one that a person needs more money as he becomes older, but he may not receive a promotion because there is no need for another post in the hierarchy. The effort of these rules are to relieve stagnation without unduly upsetting the hierarchy.

The ACP scheme through these rules provides for the following:

- (i) every employee recruited in a particular grade/scale of pay shall be allowed to move to his respective and specific higher scale on completion of specified period of residency in the lower pay scale(s), with reference, to the pay scale or post in a pay scale, to which he was recruited as a direct recruited fresh entrant;
- (ii) on placement in next higher grade, the incumbent shall continue to perform duties of his original posts and will continue to hold the old designation till such time as he is actually promoted to the higher grade on the occurrence of a vacancy;
- (iii) placement in higher grade will entail only the financial benefits.
- (iv) the number of financial upgradations to be given shall be counted from the grade where an employee was inducted on direct recruitment basis. The number of financial upgradations shall be strictly adhered to and there shall be no additional financial upgradation for a senior employee on the ground that a junior employee in the grade got higher scale under this scheme, if both the senior and junior are not subject to identical circumstances.

The doctrine of more pay as one grow older, however, is basically different than the doctrine of more pay for higher responsibility. The present scheme provides for following

distinguishing features:-

- (i) the classification is based on the differentiation distinguishing the direct recruits in a lower scale and the direct recruits in a higher scale. Further it differentiates Government servants based on the length of service. For example a suitably eligible employee in a lower grade may be granted the higher pay scales after completing 10 and 20 years of service while he still continues functionally holding the same post on which he was recruited. He may, therefore, actually be placed in a higher pay scale after completion of 20 years of service in the lower post than the pay scale prescribed for the next promotional post in the hierarchy. But he constitutes a different class and category of employees than the class or categories of employees recruited directly against such higher post, which is the next promotional post for the post on which an employee has been granted the benefit of ACP scales under these rules, based on a different principle.
- (ii) the objective sought is to compensate financially an employee who is stagnating without any promotion in a lower post in cases for example for 10 and 20 years. There is no functional requirement for creating posts in the higher hierarchy for all such employees. Therefore, they are being allowed a higher scale in compensation. The classification explained in (i) above meets this objective and, therefore, is having a rational relation to the object sought to be achieved by these rules.

**Rule 2.** This rule lays down the categories of employees to whom the rules apply. Except for the categories excluded under sub-rule (2) of this rule, the rules are applicable to all Government servants appointed under the rule making power of the Government of Haryana serving in connection with the affairs of Government of Haryana and whose pay is debitible to the consolidated fund of the State of Haryana.

**Rule 3.** The rule is self explanatory.

Further, wherever the terms defined under this rule are mentioned in these rules or in any other rules/instructions/orders/notifications etc. issued in connection with these rules, definitions as prescribed under this rule is to be taken as the meaning of such terms unless specifically a different definition is prescribed for such terms to be taken as meaning for and in these rules or, as the case may be, in any other rules/instructions/orders/notifications etc.

**Rule 4.** Assured Career Progression Scale of pay is the revised ACP pay scale with reference to the Government servants as a consequence of these rules. The provisions in sub rule (1) is specific and that in sub rule (2) is residual. For the purposes of sub rule (1), the ACP scales prescribed is corresponding to the name of post on which the Government servants was recruited as a direct recruited fresh entrant. For the purposes of sub rule (2), however, the respective revised ACP scales are to be derived out of the existing functional pay scale prescribed for the post existed as on 31.12.1995 on which he was recruited as a direct recruited fresh entrant. The existing scale has, therefore, been mentioned in this rule and the Schedules only with the objective of deriving as to what shall be the revised ACP scales and for no other purposes.

The revised pay scale as prescribed by these rules is based on the principle of adequacy and propriety that is that the Government servant should be paid adequately depending upon his status and qualifications and qualitative and quantitative work output according to the capacity of Government to pay at the

same time the horizontal and vertical equivalence and differentiation's justifiable required to be maintained shall also be maintained.

**Rule 5.** The rule is self explanatory.

It lays down the conditions which are essential to be met by a Government servant to be eligible for grant of the benefit under these rules.

**Rule 6. & 7.** The rule is self explanatory.

The objective of grant of ACP scales is only limited to offset financial consequences of stagnation. No other benefit in any way or in any manner is to be extended to the Government servant.

**Rule 8.** The rule is self explanatory.

The rule lays down the authorisation of grant of the benefit to be extended under these rules. It further exempts the categories of Government servants who have already been extended the corresponding benefit in the past. In case of such Government servants the eligibility is not to be assessed afresh or a formal order granting the benefit is not to be passed separately. However, for the purposes of providing and placing the revised pay scales and for all other purposes under these rules they shall be governed by the conditions laid down in this rule.

**Rule 9.** The rule is self explanatory.

The rule clarifies the differentiations between the circumstances of the Government employees. The benefit of these rules are limited only to the employees in whose case the financial stagnation as a consequence of lack of functional promotion avenues for the prescribed period of time has been found to be justified for granting such benefit. The objective is not based on the criteria of status and responsibility.

**Rule 10.** The rule is self explanatory.

The rule aims at removing the distortions which may crop up in isolated cases where if the employee had not been promoted, he would have been entitled to better financial benefits.

**Rule 11.** The rule is self explanatory.

The rule provides that the benefit of these are not granted as a matter of right, rather it is granted as a consequence of non-availability of posts in the hierarchy for such Government servants to be promoted against and as a consequence to get the financial upgradation based on the concept of responsibility and status. Therefore, after having taken the benefit as a consequence of non-availability of adequate number of posts in the promotional hierarchy, if some body foregoes the promotion and thereby refuses to shoulder higher responsibility, he is not entitled for the benefit of these rules.

**Rule 12.** The rule is self explanatory.

**Rule 13.** The rule is self explanatory.

**Rule 14.** This rule prescribes the manner in which option has to be exercised and also the authority who should be apprised of such option. The option has to be exercised on the

appropriate proforma appended to the rule. It should further be noted that it is not sufficient for a Government servant to exercise the option within the specified time limit, but also to ensure that it reaches the prescribed authority within the time limit officially and in writing on the prescribed proforma. In the case of persons who are on leave or on deputation or on foreign service at the time these rules are notified, the period within which the option has to be exercised is three months from the date they take over charge of the post. It is further made clear that unauthorised absence shall not entitle the Government servant to get the relief as granted under these rules for the Government servants who are on leave. The period of 3 months shall be counted from the date on which the sanctioned leave expires. No other exigency shall enable such Govt. servants the above said relief.

The persons who have retired between 1st January, 1996 and the date of issue of these rules are also eligible to exercise the option.

**Rule 15.** (1) This rule deals with the actual fixation of pay in the revised functional pay scales on 1st January, 1996. For the purposes of these rules the procedure under this rule and no other procedure under any different rule shall be followed. A few illustrations indicating the manner in which pay of Government servant should be fixed under this rule subject to the permissible stepping up of pay under notes in this rule are given below: -

**Example - 1**

'A- 1' was recruited as a direct recruited fresh entrant in Government service as Steno-Typist and was drawing his pay in the present pay scale of Rs. 1600-2660 at the stage Rs. 2200 on 1.1.1996 and working as Junior Scale Stenographer with effect from 10.11.1995. He was recruited in Government service on 1.1.1982.

Functional Pay Scale of post of Stenographer		1200-2040
Pay scale in which 'A-1' is drawing his pay		1600-2660
1.	Whether these rules apply on 'A-1' or not	Since he is drawing his pay in a scale of pay different than the functional pay scale prescribed for the post of Junior Scale Stenographer, so these rules apply on him.
2.	Length of service on 1. 1.1996	14 years
3.	Eligibility	First ACP
4.	Revised Scale	4000-6000 (First ACP corresponding to the Existing Scale 950-1500, the Functional Pay Scale of post on which he joined as a direct recruited first entrant.
5.	Existing Basic Pay	Rs. 2200
6.	D.A. as on 1.1.1996	Rs. 3256
7.	I and II I.R.	Rs. 320
8.	Existing emolument	Rs. 5776
9.	Add 40% of Basic Pay	Rs. 880
10.	Total	Rs. 6656
11.	Pay to be fixed in the revised scale at	Rs. 6000 (Fixed at Rs. 6000 in revised pay scale of 4000-100-6000).
12.	No. of increment in the revised scale	20
13.	Existing emoluments	Rs. 5776
14.	Revised emoluments	Rs. 6000
15.	Financial Addition	Nil

**Example - 2**

'A-2' was recruited as an AEE as a direct recruited fresh entrant on 1.1.1980 and working as such. The strength of cadre for 'A-2' is 100 and he is at No. 40 in the cadre. He is drawing his pay in the pay scale of Rs. 4100-5300 on 1.1.1996 at the stage Rs. 4600/-

1.	Existing pay scale of the post of AEE	Rs. 2200-4000
2.	Pay Scale in which 'A-2' is drawing his pay	Rs. 4100-5300
3.	Whether these rules apply on 'A-2' or not	Yes. Since he is drawing his pay in a scale of pay different than the functional pay scale prescribed for the post of A.E.E., so these rules apply on him.
4.	Length of service on 1.1.1996	16 years
5.	Whether he falls within the 20% of cadre post	No
6.	Eligibility	First ACP
7.	Revised Scale	10000-13900
8.	Existing Basic Pay	Rs. 4600
9.	D.A. as on 1.1.1996	Rs. 5180
10.	I & II I.R.	Rs. 560
11.	Existing emolument	Rs. 10340
12.	Add 40% of Basic Pay	Rs. 1840
13.	Total	Rs. 12180
14.	Pay to be fixed in the revised scale at	Rs. 12275
15.	Benefit of bunching in revised pay scale	Not applicable
16.	Increments in the existing pay scale	4
17.	No. of increment in the revised scale	7
18.	Existing emoluments	Rs. 10340
19.	Revised emoluments	Rs. 12275

Pay to be fixed in the revised pay scale of Rs. 10000-325-13900 at Rs. 12275.

**Example - 3**

'A-3' was recruited as an MO as a direct recruited fresh entrant on 1.1.1976 and working as such. The strength of cadre for 'A-3' is 1 00 and he is at No. 15 in the cadre. He is drawing his pay in the pay scale of Rs. 4100-5300 on 1.1.1996 at the stage Rs. 5300/-

1.	Existing pay scale of the post of MO	Rs. 2200-4000
2.	Pay Scale in which 'A-3' is drawing his pay	Rs. 4100-5300
3.	Whether these rules apply on 'A-3' or not	Yes.
4.	Length of service on 1.1.1996	20 years
5.	Whether he falls within the 20% of cadre post	Yes
6.	Eligibility	Second ACP
7.	Revised Scale	12000-375-16500
8.	Existing Basic Pay	Rs. 5300
9.	D.A. as on 1.1.1996	Rs. 5883
10.	I & II I.R.	Rs. 630
11.	Existing emolument	Rs. 11813
12.	Add 40% of Basic Pay	Rs. 1840

13.	Total	Rs. 12180
14.	Pay to be fixed in the revised scale at	Rs. 13933
15.	Benefit of bunching in revised pay scale	Not applicable
16.	Increments in the existing pay scale	9
17.	No. of increment in the revised scale	6
18.	Existing emoluments	Rs. 11813
19.	Revised emoluments	Rs. 14250

Pay to be fixed in the revised pay scale of Rs. 12000-375-16500 at Rs. 14250.

#### Example - 4

'A-4' was recruited as an MO as a direct recruited fresh entrant on 1.1.1979 and working as such. The strength of cadre for 'A-4' is 100 and he is at No. 27 in the cadre. He is drawing his pay in the pay scale of Rs. 4100-5300 on 1.1.1996 at the stage Rs. 5300/-.

1.	Existing pay scale of the post of MO	Rs. 2200-4000
2.	Pay Scale in which 'A-4' is drawing his pay	Rs. 4100-5300
3.	Whether these rules apply on 'A-4' or not	Yes.
4.	Length of service on 1.1.1996	17 years
5.	Whether 'A-4' falls within the 20% of cadre post	No
6.	Eligibility	First ACP
7.	Revised Scale	10000-13900
8.	Existing Basic Pay	Rs. 5300
9.	D.A. as on 1.1.1996	Rs. 5883
10.	I & II I.R.	Rs. 630
11.	Existing emolument	Rs. 11813
12.	Add 40% of Basic Pay	Rs. 2120
13.	Total	Rs. 13933
14.	Pay to be fixed in the revised scale at	Rs. 13900
15.	Benefit of bunching in revised pay scale	Not applicable
16.	Increments in the existing pay scale	9
17.	No. of increment in the revised scale	12
18.	Existing emoluments	Rs. 11813
19.	Revised emoluments	Rs. 13900

Pay to be fixed in the revised pay scale of Rs. 10000- 325-13900 at Rs. 13900.

**Note :** These examples are only illustrations and may or may not be actually existing in case of any Government servants. They have been prescribed to bring the system home.

This rule prescribes the fixation of pay in the revised prescribed scales for the post (substituting the revised scales for the corresponding post) as a consequence of the applications of these rules. It is not aimed at any other objective like as a consequence of higher responsibility etc. Therefore, wherever the calculated amount which is to be fixed in the revised scale finds an identical stage in the revised functional pay scale, no further upgradations of stage as a consequence of fixation of pay alone is admissible. However, wherever no such



identical stage is found in the revised scale the pay shall be fixed at the next above stage with the objective to bring the Government servant in the revised functional pay scale.

The rule further provides that with the objective of bringing all the Government servants in the revised pay scale, wherever the computed amount is less than the minimum of the revised functional pay scale, the pay shall be fixed at the minimum of the revised pay scale. The rule further prescribes certain additional benefits to be granted in the manner as prescribed over and above the entitled calculated amount which is to be fixed in the revised scale to offset the consequences of bunching and stagnation. For different categories of circumstances different system has been prescribed.

With an objective that no Govt. servant is subject to any financial loss in terms of emoluments in the revised pay scale the pay is to be fixed in the revised pay scale, by allowing personal pay.

The objective of the rule, therefore, is that no Government servant shall be placed in a financially disadvantageous circumstances as a consequence of pay fixation in the revised scale, as a consequence to these rules.

**Rule 16.** This rule prescribes the manner in which the next increment in the new scale should be regulated. The proviso to this rule are intended to eliminate the anomalies of junior Govt. servants drawing more pay than their senior by the operation of substantive part of this rule and also taking care of the Govt. servants who have been drawing pay at the maximum of the present scale for more than one year as on 1.1.1996 and also those Govt. servants who have been stagnating at the maximum of the present scale and are actually in receipt of stagnation increment on adhoc basis.

However, the benefit of this rule will be granted in relation to both the senior and junior drawing their pay in the functional pay scales prescribed for the posts.

**Rule 17.** The rule is self explanatory.

**Rule 18.** The rule is self explanatory.

The relevant period for the employees who have entered the Government service for the first time either as a direct recruit or by transfer shall be counted from the date he has so entered in the Government service.

**Rule 19.** This rule relates to the overriding effect of rules which provides that the provisions of these rules will regulate and the provisions of any other rule will not regulate the conditions as prescribed in these rules and to the extent of any inconsistency between the provisions of these rules and provisions of any other rules, the provisions of these rules shall prevail and apply.

**Rule 20.** The rule is self explanatory.

There could be a possibility that these rules may cause some hardship in any particular case or to a class or category of posts. Under such circumstances the provisions of rule is clear that it has to be invoked only if the Govt. is satisfied about the existence of some hardship which is required to be relaxed. The relaxation of such hardship shall be based on the merit of individual cases or the cases of class and categories of employees where such hardship is found to be justified for relaxation. Removal of such hardship would, therefore, not amount to any discrimination with any other class or category of Govt. servants where such hardship has either been found to exist or has not been found to be justified for relaxation.

**Rule 21.** The rule is self explanatory.

If the circumstances so require the Govt. can add or delete or change any of the parameters as mentioned in the 1st Schedule and may further direct the mode in which the provisions of these rules shall be applicable on such changes either generally or specifically. However, in the event of absence of any general or specific direction for the applicability of the provisions laid down under these rules, it shall be presumed that the entire rule shall be applicable on such changes.

**Rule 22.** The rule is self explanatory.

**Rule 23.** The rule is self explanatory.

**Rule 24.** The rule is self explanatory.

There could be circumstances where due to any reason the Govt. servants may have been allowed to continue with same pay or to be granted same such pay according to the policy. In certain cases due to some decision of the court of law pending the final decision some such financial consequences might have been allowed subject to the final decision by the court of law. The intent is that as and when a final decision comes, the pay and pay related matter will be regulated in accordance with such final decision. As a consequence, therefore, if it is found that certain recoveries are to be effected from such Govt. servants, their liability to clear such recoveries will not be affected by any of the provisions of these rules. Such Govt. servants who have been extended such benefits may also choose to be governed by these rules and in their case but for this provision all the other provisions of these rules will be applicable.

These rules prescribe a different set of scheme. The option to the Government servants either to adopt to be regulated under these rules or to elect to continue in the earlier schemes has been given. A Government servant may, therefore, elect either to get the benefit and be regulated under these rules or to continue in the earlier schemes. For such of the Govt. employees who have elected to continue in the earlier schemes, the provisions of earlier scheme shall apply. But for, such Govt. employees who have been elected to be governed by the scheme prescribed by these rules, no provisions of the earlier schemes shall apply.

A.N.MATHUR  
Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

***Notification***

**The 18th July, 2001**

**Aims and Objects:**

**No. 1/19/98-4PR(FD).**— The Government of Haryana had revised the pay scales of its employees vide Haryana Government Gazette Notification (Extraordinary) dated 7th January, 1998 under Haryana Civil Services (Revised Pay) Rules, 1998 in exercise of powers conferred by the proviso to Article 309 of the Constitution of India. The pay scales of different categories of employees have been mentioned under Part –I and Part-II of the First Schedule of the said notification. The pay scales of various categories of teaching staff on the School side in the Education Department have been provided under Sr. No. 6 of Part-I of the First Schedule. It has been observed that the pay scales for the posts of Head Teachers of Primary Schools, Head Masters of the Middle Schools, Lecturers in Senior Secondary Schools and Head Masters of High Schools do not find a mention along with other categories of teachers. As a result, the revised pay scales of these categories of teachers. As a result the revised pay scales of these categories were applicable as contained in Part-II of the First Schedule.

The Government has, subsequently, further modified the pay scales of Head Teachers of the Primary Schools, Lecturers in Senior Secondary Schools and Head Masters of the High Schools vide its letters dated 7th August, 1998 and 26<sup>th</sup> September, 2000 respectively. It has been observed that the pay scales of the post of Head Master/Middle School are Rs. 5500-9000 at present under Part-II of the First Schedule. The provision of this pay scale for this post has resulted in hardship for the Head Masters of Middle Schools especially those who had been promoted as such before 1<sup>st</sup> January, 1996 keeping in view that those promoted as Head Masters/Middle Schools after 1<sup>st</sup> January, 1996 would be drawing their pay either in the first ACP of Rs. 6500-9900 or in the second ACP of Rs. 6500-10500 (with reference to the functional pay scale of the post of Masters i.e. 5500-9000) when read along with the Haryana Civil Services (Assured Career Progression) Rules, 1998. Though protection has been provided under rule 10 of the ACP Rules to such Head Masters of Middle Schools who had been promoted as such prior to 1st January, 1996, yet keeping in view the representations of the Head Masters of Middle Schools, the recommendations of the Education Department, and the recommendations by the High Powered Officers Committee constituted for the purpose, the Government has decided to specifically provide for the functional pay scale of the post of Head Masters of Middle Schools. Further, the pay scale of the post of Block Education Officers (BEOs) has been identical with that of the Head Masters/High Schools whereas a notification to this effect has not been issued while further modifying the pay scale of the post of Head Master/High Schools. Moreover, the higher pay scales mentioned against various posts under Sr. No. 6 of Part-I of the First Schedule, being in the nature of ACP Scales, should have been provided and mentioned under the HCS (ACP) Rules, 1998. This position also needs to be corrected. It has been felt that a consolidated amended notification needs to be issued in respect of the pay scales of various categories of teaching cadres on the School side of the Education Department with a view to introducing clarity and to avoid any confusion in this respect. Hence, this amendment.

**The Amendment:****Part 'A'**

1. These rules may be called Haryana Civil Services Revised Pay (First Amendment) Rules, 2001.

2. In accordance with the provisions contained in Rule 14 read with Rule 16 of the Haryana Civil Services (Revised Pay) Rules, 1998, the entries under Sr. No. 6 (a) to (d) of Part-I of the First Schedule are and hereby substituted as under:

Sr. No.	Post	Existing Functional Scale	Revised Functional Pay Scale	Remarks
1	2	3	4	5
(a)	<b>J.B.T. Teacher</b>	1200-2040	4500-7000	w.e.f. 1.1.96
(b)	<b>P.T.I.</b>	1200-2040	4500-7000	w.e.f. 1.1.96
(c)	<b>Drawing Teacher</b>	1200-2040	4500-7000	w.e.f. 1.1.96
(d)	<b>Head Teacher/ Primary School</b>	1400-2600	5500-9000	w.e.f. 1.1.96
(e)	<b>Language Teachers</b>	1400-2600	5500-9000	w.e.f. 1.1.96
(f)	<b>Master</b>	1400-2600	5500-9000	w.e.f. 1.1.96
(g)	<b>Head Master/ Middle School</b>	1640-60-2600-EB- 75-2900	6500-200-8500-EB- 200-9900	w.e.f. 1.1.96
(h)	<b>Lecturer/Sr. Sec. School</b>	2000-3500	(i) 6500-10500 (TS) (ii) 7500-12000 (S. Grade for 20% of the Grade of lectures	w.e.f. 1.1.96 Introduced w.e.f. 1.8.2000
(i)	<b>Head master of High School/Block Education Officer</b>	2000-3500	6500-10500 7500-12000	w.e.f. 1.1.96 further modified w.e.f. 1.8.2000
(j)	<b>Principal of Sr. Sec. School/ SDEO/Dy. DEO</b>	2200-4000	8000-13500	w.e.f. 1.1.96

**Part 'B'**

1. These rules may be called the Haryana Civil Services (Assured Career Progression) first Amendment Rules, 2001.

2. In accordance with the provisions contained in Rule 21 read with Rule 23 of the Haryana Civil Services (Assured Career Progression) Rules, 1998 notified vide Notification dated the 7th January, 1998, the Governor of Haryana further amends these rules as follows :-

- (i) Part-II under Schedule I from Sr. No. 1 to Sr. No. 15 will be read as "Section A".
- (ii) In the Haryana Civil Services (Assured Career Progression) Rules, 1998 notified Vide Notification dated the 7<sup>th</sup> January, 1998, Part-II under Schedule I, after "Section A", another Section called as "Section B: ACP Scales for School Teaching Staff" is hereby inserted alongwith the following thereunder :-

Sr. No.	Functional pay Scale of the post as on 31-12-95 on which the Government servant was directly recruited	Revised Functional Pay Scale of the post as on 1-1-96	First Assured Career Progression Pay Scale	Second Assured Career Progression Pay Scale
1	2	3	4	5
1.	1200-2040	4500-7000	5450-8000	5500-9000
2.	1400-2600	5500-9000	6500-9900	6500-10500

A.N. MATHUR,  
Financial Commissioner and Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/19/98-4PR(FD)

Dated, Chandigarh the 18<sup>th</sup> July, 2001

A copy is forwarded to the Accountant General, Haryana (i) A&E (ii) (Audit) Chandigarh for information.

*Sd/-*  
Under Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

Endst. No. 1/19/98-4PR(FD)

Dated, Chandigarh the 18th July, 2001

A copy is forwarded to the Director Secondary Education, Haryana for information and necessary action.

*Sd/-*  
Under Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department

Endst. No. 1/19/98-4PR(FD)

Dated, Chandigarh, the 18th July, 2001

A copy is forwarded to the Registrar Punjab and Haryana High Court at Chandigarh for information.

*Sd/-*  
Under Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

Endst. No. 1/19/98-4PR(FD)

Dated, Chandigarh, the 18th July, 2001

A copy is forwarded to:-

1. All the Financial Commissioners in Haryana.
2. All the Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*  
Under Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

---

To

1. All the Financial Commissioners in Haryana.
2. All the Administrative Secretaries to Government Haryana.

U.O. No. 1/19/98-4PR(FD)

Dated, Chandigarh, the 18th July, 2001

A copy is forwarded to the Principal Secretary/Senior Secretaries/Secretaries and Private Secretaries to the Chief Minister/Ministers/Ministers of State and Chief Parliamentary Secretary for the information of the Chief Minister/Ministers/Ministers of State and the Chief Parliamentary Secretary.

*Sd/-*

Under Secretary, Finance  
for Financial Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Senior Secretaries/Secretaries and  
Private Secretaries to the Chief Minister/Ministers/Minister of State.

U.O. No. 1/19/98-4PR(FD)

Dated, Chandigarh, the 18th July, 2001.

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**DATEWISE LIST OF INSTRUCTIONS OF SUBJECTS OF VOLUME – I****HCS REVISED PAY RULES/ACP RULES, 2008, MODIFICATION OF PAY SCALES BETWEEN 01.01.2006 & 30.06.2011, FIXATION OF PAY ON PROMOTION/ACP, GRANT OF ACP, SPECIAL PAY, SELECTION GRADE, PERSONAL PAY ETC.**

<b>Sr. No.</b>	<b>Date</b>	<b>Number</b>	<b>Subject</b>	<b>Remarks</b>	<b>Page No.</b>
1.	29.07.2011	No. 1/83/2008-2PR (FD)	Improving further the structure of Entry Level Pay for the 'Post- 01.01.06 direct recruits in cadres/service of the State.		183
2.	28.06.2011	No. 2/33/2011-4PR (FD)	Implementation of Haryana Civil Services (ACP) Rules, 2008 - Clarification regarding.		205
3.	25.04.2011	No. 1/43/2010-1PR (FD)	Improving further the structure of pay of the Town Planner's Services in Town & Country Planning Department.		110
4.	25.04.2011	No. 1/43/2010-1PR (FD)	Revision/modification of the pay scale/ pay structure of Haryana Government employees.		112
5.	15.04.2011	No. 1/1/2011-1PR (FD)	Revision/modification of pay scale/pay structure of Haryana Government employees.		108
6.	03.03.2011	No. 1/48/2010-2PR (FD)	Revision/modification of pay scales in respect of Ministerial Cadre of Haryana Civil Secretariat, Governor House, HVS, FC Office, LR Office and HPSC.	Substituted vide same No. and date.	104
7.	03.03.2011	No. 1/48/2010-2PR(FD) (Substituted)	Revision/modification of pay scales in respect of Ministerial Cadre of Haryana Civil Secretariat, Governor House, HVS, FC Office, LR Office and HPSC.		106
8.	20.01.2011	No. 1/156/2010-4PR (FD)	Haryana Civil Service (Assured Career Progression Scheme) Rules, 2008 - Pay Fixation/Clarification regarding.		231
9.	17.01.2011	No. 4/3/2003-1PR(FD)	Pay fixation under Haryana Civil Services (Revised Pay) Rules, 2008 & HCS (ACP) Rules, 2008 - Clarification regarding.		233
10.	16.12.2010	No. 1/83/2008-2PR (FD)	Improving further the structure of Entry Level Pay for the 'Post- 01.01.06 direct recruits in cadres/service of the State.		175
11.	16.12.2010	No. 6/48/2009-2PR (FD)	Benefit of Past serviced rendered in Board / Corporations / Municipal Committee towards ACP scale.		207
12.	15.12.2010	No. 28/8/2009-5B&C	Drawing & Disbursing the 3rd installment of arrears accruing to the eligible Govt. employees on account of the implementation of the Pay Revision in the State of Haryana.		193
13.	10.12.2010	No. 1/110/2010-3PR (FD)	Fixation of pay on promotion to the new HAG scale in cases where the officers opt to have their pay fixed on the date of promotion clarification regarding.		234



<b>Sr. No.</b>	<b>Date</b>	<b>Number</b>	<b>Subject</b>	<b>Remarks</b>	<b>Page No.</b>
14.	<b>02.12.2010</b>	No. 1/46/2009-4PR (FD)	Corrigendum in order No. 1/46/2009-4PR(FD)		<b>68</b>
15.	<b>02.12.2010</b>	No. 28/8/2009-5B&C	Drawing & Disbursing the 3rd instalment of arrears accruing to the eligible Govt. employees on account of the implementation of the Pay Revision in the State of Haryana.		<b>192</b>
16.	<b>22.11.2010</b>	No. 1/94/2010-4PR (FD)	Fixation of pay of persons whose increment has been withheld or whose pay has been reduced as on 01.01.2006 - clarification regarding.		<b>164</b>
17.	<b>11.10.2010</b>	No. 1/48/2009-2PR (FD)	Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.		<b>235</b>
18.	<b>09.08.2010</b>	No. 6/83/2009-3PR (FD)	CWP No. 12020 of 1993, 12021 of 1993, 18754 of 1991, 14493 of 1991, 15439 of 1991, 15520 of 1991, 14384 of 1991 and 12751 of 1993 - Revision of pay scale of Technical posts.		<b>102</b>
19.	<b>14.06.2010</b>	No. 1/19/2009-1PR (FD)	Interpretation of Note - 2 below Rule 7 of Haryana Civil Service (Revised Pay) Rules 2008 & Note 2 below rule 18 of Haryana Civil Service (ACP) Rules, 2008.		<b>161</b>
20.	<b>10.06.2010</b>	No. 1/44/2010-5PR (FD)	Fixation of pay in case of employees who seek transfer to a lower post.		<b>236</b>
21.	<b>01.06.2010</b>	No. 1/83/2008-2PR (FD)	Improving further the structure of pay of Entry level Pay for the 'post 01.01.2006' direct recruits in some prominent cadres/services of the State.	Revised vide dated 16.12.2010.	<b>172</b>
22.	<b>13.05.2010</b>	No. 5/10/99-1PR(FD)	Regarding clarification of the financial upgradations in the case of ACP matters.		<b>214</b>
23.	<b>09.04.2010</b>	No. 2/102/2009-2PR (FD)	Haryana Civil Services (Assured Career Progression Scheme) Rules, 2008 - Pay Fixation/Clarification Regarding.	Clarified vide dated 20.01.2011.	<b>237</b>
24.	<b>05.03.2010</b>	No. 1/83/2008-2PR (FD)	Haryana Civil Services (Revised Pay) Rules 2008 - Revision of Pay Scales.		<b>101</b>
25.	<b>15.02.2010</b>	No. 1/46/2009-4PR (FD)	Corrigendum regarding Grade Pay of Deputy Registrar, Deputy Finance Officer/Deputy Controller of Examinations (UGC)		<b>67</b>

Sr. No.	Date	Number	Subject	Remarks	Page No.
26.	18.01.2010	No. 28/49/2009-5B&C	Drawing & Disbursing the second instalment of arrears accruing to the eligible All India Services (AIS) Officers on account of the implementation of the Pay Revision in the State of Haryana.		191
27.	14.01.2010	No. 1/28/09-1PR(FD)	Fixation of pay in the revised pay structure in cases where promotion took place in between 01.01.2006 to 30.12.2008		160
28.	07.01.2010	No. 1/131/2009-4PR (FD)	Revision/Modifications of the Pay Scale of the Staff of Moti Lal Nehru Sports School, Rai (Sonipat).		99
29.	06.01.2010	No. 1/83/2008-2PR (FD)	Regarding modification in conditions of entitlement/eligibility to the revised pay structure for the categories of Superintendents/Dy. Superintendents/ Assistants and Clerks in Haryana Civil Secretariat, Haryana Vidhan Sabha, FCR office, Legal Remembrancer and HPSC.	Modified partly vide dated 03.03.11.	95
30.	08.12.2009	No. 28/42/2009-5B&C	Drawing & Disbursing the second instalment of arrears accruing to the eligible Govt. Employees on account of the implementation of the Pay Revision in the State of Haryana	Revised vide dated 15.12.10.	190
31.	21.10.2009	No. 2/59/2009-2PR (FD)	Grant of next ACP grade pay on stagnation on the promotional post - Clarification Regarding.		217
32.	02.09.2009	No. 1/46/2009-4PR (FD)	Fitment table for UGC.		154
33.	27.08.2009	No. 1/46/2009-4PR (FD)	Revision of Structure of pay for the employees in the category of teachers and equivalent cadres in Universities and Colleges in Haryana.		91
34.	27.08.2009	No. 1/95/2009-3PR (FD)	Revision/modification of Pay Scales of PRO's		93
35.	27.08.2009	No. 1/83/2008-2PR (FD)	Grant of annual increment on reaching maximum/nearer to maximum of the pay band - Clarification Regarding.		273
36.	20.08.2009	No. 1/46/2009-4PR (FD)	Revision of Structure of Pay for the Employees in the category of teachers and equivalent cadres in Universities & Colleges in Haryana.	See also Corrigendum dated 15.02.2010.	55
37.	20.08.2009	No. 1/83/2008-4PR (FD)	Revision/Modification of Pay Scales of Art & Craft, PTI's and Cutting & Tailoring Teachers.		89

Sr. No.	Date	Number	Subject	Remarks	Page No.
38.	19.08.2009	No. 1/79/2009-3PR (FD)	Improving Further the structure of pay of Engineering Services in three wings of PWD.		87
39.	18.08.2009	No. 1/83/2008-2PR (FD)	Setting the anomaly between 'pre 1.1.2006' and 'post 1.1.2006' direct recruits arising out of application of Haryana Civil Services (Revised Pay) Rules, 2008 right.	Modified partly vide dt. 01.06.10 and revised on 16.12.10.	167
40.	12.08.2009	No. 28/8/2009-5B&C	Drawing and Disbursing the first instalment of arrears accruing to the eligible Govt. Employees on account of the implementation of the Pay Revision in the State of Haryana	Modified vide dated 08.12.2009.	189
41.	27.07.2009	No. 1/48/2009-2PR (FD)	Regarding grant of benefit of one increment equal to 3% of the pay in the pay band plus existing grade pay on promotion where the feeder and promotional posts are identically placed in the same Grade Pay.	Clarified vide dated 11.10.2010.	239
42.	14.07.2009	No. 1/83/2008-1PR (FD)	Notification regarding Tenure of Pay Anomaly Committee.		203
43.	07.07.2009	No. 1/83/2008-2PR (FD)	Interpretation of rule : 12 of the Haryana Civil Services (Assured Career Progression) Rules, 2008 (the ACP Rules) and conditions governing the admissibility of the benefit under rule :12.		301
44.	02.07.2009	No. 1/83/2008-2PR (FD)	Modification/Revision of pay structure of ministerial Staff of Haryana Civil Sectt., Financial Commissioner's Office, Legal Remembrancer Haryana, HPSC, Haryana Vidhan Sabha and Governor House.		85
45.	17.06.2009	No. 1/83/2008-2PR (FD)	Fixation of pay, etc, in the revised pay structure.		158
46.	16.06.2009	No. 1/83/2008-2PR (FD)	The advice of Finance Department tendered in the matters of revision of 'Pay and Allowances' admissible to the 'persons employed in connection with the affairs of Government of Haryana' either in terms of the provision in terms of Rules framed under some Act of legislature (subordinate legislation) or in terms of specific contract made for the purpose of their engagement etc.- procedure regarding.		199

<b>Sr. No.</b>	<b>Date</b>	<b>Number</b>	<b>Subject</b>	<b>Remarks</b>	<b>Page No.</b>
47.	<b>16.06.2009</b>	No. 1/83/2008-2PR (FD)	Implementation of / giving effect to the decisions of 'Pay Anomaly Committee' and advice of Finance Department that has the effect/implication of varying the 'structure of Pay and Allowance' as authorised in terms of 'Haryana Civil Services (Revised Pay) rules 2008, and 'Haryana Civil Services (Assured Career Progression), Rules 2008 (2008 Rules) - procedure regarding.		<b>201</b>
48.	<b>16.06.2009</b>	No. 1/83/2008-2PR (FD)	Regulating the grant of subsequent increments in the Revised Pay and ACP Rules, 2008 - rounding off of the implied entitlement - instruction regarding		<b>275</b>
49.	<b>20.05.2009</b>	No. 4/4(3)/98-2FR/1176	Interest on arrear of Sixth Pay Commission deposited by Government servants in GPF Account.		<b>188</b>
50.	<b>12/14.05.2009</b>	No. 1/83/2008-1PR (FD)	Withdrawal of order issued vide No. 1/83/2008-1PR(FD) dated 4-5-2009		<b>276</b>
51.	<b>04.05.2009</b>	No. 1/83/2008-1PR (FD)	Regarding grant of increment from 1st July.	Withdrawn vide dt. 12/14.05.2009	<b>277</b>
52.	<b>23.04.2009</b>	No. 1/83/2008-1PR (FD)	Regarding Fixation of pay in the revised pay structure of Government employees drawing pay in a pre-revised scale of pay granted as a measure personal to them.		<b>157</b>
53.	<b>23.04.2009</b>	No. 2/1/2009-4FR	Defining the meaning and extent of the terms 'Pay' etc., while regulating the corresponding entitlements consequent to revision in structures of Pay.		<b>197</b>
54.	<b>09.04.2009</b>	No. 28/8/2009-5B&C	Clarifications regarding withdrawals and disbursals of the Payment of 2nd instalment of accrued arrears consequent to pay revision of AIS officers.		<b>186</b>
55.	<b>08.04.2009</b>	No. 28/8/2009-5B&C	Requirements regulating the withdrawals and disbursals of the payment of 2nd instalment of accrued arrears consequent to pay revision of AIS officers.	Clarified vide dated 09.04.09 & modified vide dated 18.01.2010.	<b>185</b>
56.	<b>23.03.2009</b>	No. 28/8/2009-5B&C	Drawing and disbursing the first instalment of arrears accruing to the eligible Government employees on account of the implications of the pay revision in the State of Haryana - the expenditure to be booked in the budget 08-09 regarding.	Obsolete.	Not printed

<b>Sr. No.</b>	<b>Date</b>	<b>Number</b>	<b>Subject</b>	<b>Remarks</b>	<b>Page No.</b>
57.	<b>26.02.2009</b>	No. 1/83/2008-1PR (FD)	Report of Pay Revision Committee of Haryana dated 23rd December, 2008 – operationalising the recommendations/ considering the suggestions made therein.		<b>195</b>
58	<b>25.02.2009</b>	No. 28/15/2009-5B&C	Regulating the payment of arrears accruing to the eligible government employees on account of the implication of the pay revision in the State of Haryana.	Obsolete.	Not printed
59.	<b>20.02.2009</b>	No. 1/19/2009-1PR (FD)	Modification/Revision of pay scale of Private Secretaries and Personal Assistants.		<b>80</b>
60.	<b>20.02.2009</b>	No. 1/19/2009-1PR (FD)	Revision of Pay Scale of Haryana Govt. employees under Haryana Civil Services (Revised Pay) Rules, 2008 and Haryana Civil Services (Assured Career Progression) Rules, 2008.		<b>82</b>
61.	<b>18.02.2009</b>	No. 28/8/2009-5B&C	Drawing and disbursing the first instalment of arrears accruing to the eligible Government employees on account of the implications of the pay revision in the State of Haryana – the expenditure to be booked in the budget 08-09 regarding.	Revised vide dated 23.03.2009 and have become obsolete.	Not printed
62.	<b>27.01.2009</b>	No. 1/83/2008/1PR (FD)	CORRIGENDUM - Implementation of Haryana Civil Services (Revised Pay) Rules 2008 and Haryana Civil Service (ACP) Rules, 2008 - Fixation of Payment of Arrears - Instructions Regarding.		<b>121</b>
63.	<b>23.01.2009</b>	No. G.S.R.3/Const./Art.187 /2009	Notification regarding RPRules, 2008 & ACP Rules 2008 applicable to Haryana Vidhan Sabha employees.		Not printed
64.	<b>22.01.2009</b>	No. 13/2(45)/2008-5FR	Grant of increment of a nature other than the annual increment - the manner to regulate the same in terms of provisions of CSR.		<b>279</b>
65.	<b>13.01.2009</b>	No. 8/31/2008-3PR (FD)	Regarding Special Pay.		<b>317</b>
66.	<b>07.01.2009</b>	No. 1/83/2008/1PR (FD)	Revised Pay package formulation and Implementation thereof - Documents regarding	Substituted vide same number and date. Annexures Not printed.	<b>116</b>

Sr. No.	Date	Number	Subject	Remarks	Page No.
67.	<b>07.01.2009</b>	No. 1/83/2008/ 1PR (FD)	Implementation of Haryana Civil Services (Revised Pay) Rules 2008 and Haryana Civil Service (Assured Career Progression) Rules, 2008 – Fixation of Pay and Payment of Arrears – Instructions regarding.		<b>118</b>
68.	<b>30.12.2008</b>	No. G.S.R.44/ Const/Art.309/08	Revised Pay Rules 2008	See also amendments made vide dt. 20.08.09 and Corrigendum dated 15.02.2010.	<b>1</b>
69.	<b>30.12.2008</b>	No. GSR/Const./ Article 309/08	Revised ACP Rules 2008		<b>23</b>
70.	<b>02.06.2008</b>	No. 6/84/2006-3PR (FD)	Regarding Grant of benefit of stepping-up to senior employees at par with junior employees in case of ACP matters.		<b>310</b>
71.	<b>14.02.2008</b>	No. 1/1/98-5PR (FD)	Removal of anomalies in the pay scale of Senior Scale Stenographers.		<b>78</b>
72.	<b>07.09.2007</b>	No. 1/33/2005-2PR (FD)	To remove the anomaly in the pay scale of Private Secretary and Personal Assistant.		<b>76</b>
73.	<b>05.09.2007</b>	No. 1/16/2005-3PR (FD)	i) Grant of new pay scale of Rs. 7500-250-10000-EB-250-13000 to Junior Engineers of three wings of PWD. (ii) To designate the post of Junior Engineer as Additional Sub-Divisional Engineer. (iii) Grant of two advance increments on acquiring AMIE/BE Degree.		<b>74</b>
74.	<b>05.09.2007</b>	No. 1/16/2005-3PR(FD)	i) Grant of new pay scale of Rs. 7500-250-10000-EB-250-13000 to Junior Engineers of three wings of PWD. (ii) To designate the post of Junior Engineer as Additional Sub-Divisional Engineer. (iii) Grant of two advance increments on acquiring AMIE/BE Degree.		<b>280</b>
75.	<b>13.04.2007</b>	No. 6/84/2006-3PR (FD)	Regarding Grant of benefit of stepping up to senior employees at par with junior employees in case of ACP matters.	Clarified again vide dated 02.06.2008.	<b>311</b>
76.	<b>30.03.2007</b>	No. 8/4/2007-1PR (FD)	Revision of Pay Scales		<b>72</b>

<b>Sr. No.</b>	<b>Date</b>	<b>Number</b>	<b>Subject</b>	<b>Remarks</b>	<b>Page No.</b>
77.	<b>14.02.2007</b>	No. 8/10/2006-3PR (FD)	Revision of Pay Scales		<b>70</b>
78.	<b>06.02.2007</b>	No. 6/84/2006-3PR (FD)	Regarding Grant of benefit of Stepping up to senior employees at par with junior employees in case of ACP matters.	Clarified again vide dt. 13.04.07 & 02.06.08.	<b>312</b>
79.	<b>04.01.2007</b>	No. 6/85/06-4PR (FD)	Fixation of pay on promotion to a post the functional pay scale of which is equal to or lower than 1st or 2nd High Standard Scale under the Higher Standard Scales Schemes in the pre-revised scales of 1st or 2nd ACP under the ACP Scheme of 1998 or any other Scheme.		<b>240</b>
80.	<b>08.12.2006</b>	No. 1/35/06-1 Pension	Fixation of Pay of military pensioners on re-employment in Civil Departments		<b>391</b>
81.	<b>27.11.2006</b>	No. 1/15/2003-2PR (FD)	Fixation of pay of General Category employee at par with juniors of reserve category.		<b>316</b>
82.	<b>23.11.2006</b>	No. 6/84/2006-3PR (FD)	Regarding Grant of benefit of stepping up to senior employees at par with junior employees in case of ACP matters.	Clarified again vide dated 06.02.07, 13.04.2007 & 02.06.08.	<b>313</b>
83.	<b>09.03.2006</b>	No. 10/15/97-1PR (FD)	Revision of Pay Scales		<b>69</b>
84.	<b>09.12.2005</b>	No. 6/39/04-4PR (FD)	Court cases pertaining to Pay Revision/pay scales matters of the employees - regarding filing of replies in such cases in Courts and vetting of draft written statement/replies.		<b>401</b>
85.	<b>21.11/02.12.2005</b>	No. 8/17/98-2PR (FD)	Revision of Pay Scale of Judicial Officer in Haryana.		<b>318</b>
86.	<b>22.09.2004</b>	No. 6/85/03-3PR (FD)	Court cases pertaining to Pay Revision/pay scale matters of the employees - regarding filing of replies in such cases in Courts and vetting of draft written statement/replies.	Reiterated vide dated 09.12.2005.	<b>403</b>
87.	<b>14.06.2004</b>	No. 4/12/02-5PR (FD)	Change of option on re-fixation of pay - clarification regarding		<b>115</b>
88.	<b>09.01.2004</b>	No. 1/37/2001-2PR (FD)	Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.		<b>241</b>

<b>Sr. No.</b>	<b>Date</b>	<b>Number</b>	<b>Subject</b>	<b>Remarks</b>	<b>Page No.</b>
89.	<b>26.11.2002</b>	No. 2/21/2001-4PR (FD)	Clarification regarding fixation of pay in the circumstances when an employee forgoes his promotion prior to getting the ACP scale or while drawing pay in ACP scale etc.		<b>219</b>
90.	<b>22.11.2002</b>	No. 1/90/98-5PR (FD)	Clarification regarding replacement of Selection Grade (Pre-revised) in the Revised Pay Scales as prescribed under 1st Schedule Part-II of the notification dated 07.01.1998		<b>335</b>
91.	<b>06.11.2002</b>	No. 2/18/99-4PR (FD)	Grant of ACP Scales - Clarifications regarding.		<b>223</b>
92.	<b>01.10.2002</b>	No. 1/1(46)2002-1FR-I	Grant of advance increment(s) to Govt. employees for doing work of exceptional merits - staying thereof.		<b>282</b>
93.	<b>09.08.2002</b>	No. 2/12/99-2 PR (FD)	Grant of two advance increments to the Junior Engineers on acquiring AMIE or an equivalent degree during service -discontinuation thereof.		<b>283</b>
94.	<b>08.08.2002</b>	No. 2/1/95-4PR (FD)	Grant of Selection grade to Government employees - regarding calculation of Selection Grade Posts.		<b>336</b>
95.	<b>22.07.2002</b>	No. 1/1(46)2002-1FR-I	Grant of advance increments to Government employees for doing works of exceptional merit - clarifications regarding.	Withdrawn vide dated 01.10.2002.	<b>284</b>
96.	<b>15.01.2002</b>	No. 5/4/2001-5PR(FD)	Fixation of pay on promotion to a post the functional pay scale of which is equal to or lower than the 1st or 2nd High Standard Scale under the Higher Standard Scales Scheme in the pre-revised scales or 1st or 2nd ACP under the ACP Scheme of 1998 or any other Scheme.	Clarified vide dated 04.01.2007.	<b>242</b>
97.	<b>04.12.2001</b>	No. 5/11/2001-5PR(FD)	Regarding effective date for fixation of pay in the ACP scale – Clarification regarding.		<b>226</b>
98.	<b>04.12.2001</b>	No. 1/37/2001-2PR (FD)	Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.	Clarified vide dated 09.01.2004.	<b>248</b>
99.	<b>05.11.2001</b>	No. 10/29/90-3PR (FD)	Instructions regarding regulating the grant of Selection Grade to Engineers and Doctors in pursuance to the judgment pronounced by the Hon'ble Supreme Court of India in Civil Appeal No. 6585/2000 arising out of SLP		<b>342</b>



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			(Civil) No. 1463 of 2000 titled State of Haryana & others Vs. Ishwar Singh and others and the orders of the Hon'ble Punjab & Haryana High Court in CWP No. 8172/90 titled H. R. Dhanjal & others Vs. State of Haryana and others.		
100.	31.08.2001	No. 6/25/99-4PR (FD)	Instructions regarding Re-fixation of pay of the employees in the appropriate pay scale and at the appropriate stage in the pay scale - following of proper procedure.		411
101.	18.07.2001	No. 1/19/98-4PR (FD)	Amendment in Haryana Civil Services (Revised Pay) Rules and Haryana Civil Services (Assured Career Progression) Rules, 1998.		462
102.	16.07.2001	No. 2/32/2001-3PR (FD)	Grant of First/second ACP – Instructions regarding.		227
103.	10.05.2001	No. 6/53/2001-5PR (FD)	Court cases pertaining to Pay Revision/pay scale matters of the employees – regarding filing of replies in Courts and vetting of draft written statement/replies.	Clarified again vide dt. 22.09.04 & 09.12.05.	405
104.	20.04.2001	No. 8/6/2001-5PR (FD)	Detailed guidelines in matters involving Pay Revision and the issue of Anomalies related thereto.		419
105.	02.03.2001	No. 5/4/2001-5PR (FD)	Clarification regarding (i) grant of replacement scale in the Revised Pay Scales and (ii) fixation of pay on Promotion to a post the functional pay scale of which is equal to or lower than the First or Second Higher Standard Scale in the pre-revised scales or First or Second ACP in the Revised Pay Scales.	Revised vide dated 15.01.2002.	250
106.	24.01.2001	No. 6/1/2001-1PR (FD)	Enunciation of the Principal of Equal Pay Scale for similarly designated posts various judgements of the High Court/Supreme Court.		415
107.	22.03.2000	No. 2/40/98-5PR (FD)	Filing of Replies in Court cases regarding Pay Revision of employees.		407
108.	07.01.2000	No. 2/47/98-2PR (FD)	Grant of Selection Grade to Personal Assistants of Haryana Civil Sectt. and its allied offices.		346
109.	16.09.1999	No. 2/41/98-1PR (FD)	Revision of pay scale of Haryana Govt. Employees under Haryana Civil Services (Revised Pay) and (Assured Career Progression) Rules, 1998.	Obsolete.	228

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110.	<b>31.03.1999</b>	No. 1/2(8)/97-3FR-I	Grant of incentive to Haryana Government employees adopting small family norms.	Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991	<b>388</b>
111.	<b>06.10.1998</b>	No. 2/40/98-5PR (FD)	Filing of Replies in Court cases regarding Pay Revision of employees		<b>408</b>
112.	<b>14.09.1998</b>	No. 1/90/98-5PR (FD)	Clarification regarding replacement of Selection Grade (Pre-revised) in the Revised Pay Scales as prescribed under 1st Schedule, Part II of the notification dated 07.01.1998.	Clarified vide dated 22.11.2002.	<b>348</b>
113.	<b>06.04.1998</b>	No. 5/21/98-2PR (FD)	Clarification regarding continuation of policy of Stagnation increment as notified through this department's letter dated 14.05.1991 in cases of the employees who either elect or brought over to be governed by Haryana Civil Services (Revised Pay) Rules, 1998 and Haryana Civil Services (Assured Career Progression Rules, 1998.		<b>286</b>
114.	<b>03.04.1998</b>	No. 1/7/98-4PR (FD)	Forfeiture of Assured Career Progression Scales in cases where Higher Standard Scales were granted to the employees before the date of publication, that is 07.01.1998, under Haryana Civil Services (Assured Career Progression) Rules, 1998 and where such employees have foregone promotion - Clarification under Rule 23 of the above said Rules.		<b>229</b>
115.	<b>07.01.1998</b>	No. GSR 4/ Const./Art.309/98	Haryana Civil Services (Assured Career Progression) Rules, 1998 (w.e.f. 1.1.96)	Amended partly vide dt. 18.07.01 & 21.07.03.	<b>435</b>
116.	<b>20.08.1996</b>	No. 2/1/95-4PR(FD)	Grant of Selection Grade regarding calculation of selection grade posts.	Withdrawn vide dated 08.08.2002.	<b>349</b>
117.	<b>11.12.1995</b>	No. 1/2/(5)/95-3FR-I	Grant of incentive to Haryana Government employees adopting small family norms.	Incentive discontinued for fresh cases w.e.f. 01.03.91 vide dated 28.02.1991	<b>387</b>
118.	<b>03.08.1995</b>	No. 1/138/92-1PR (FD)	Revision of pay scales of Haryana Government Employees and grant of Special Pay to Personal Assistants of Directorates.		<b>319</b>

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119.	<b>22.09.1994</b>	No. 1/40/94-3PR (FD)	Grant of selection grade to 20% posts of Personal Assistants in Haryana Civil Secretariat F.C.R's Office/L.R's office/ Haryana Vidhan Sabha/HPSC.	Revised vide dated 07.01.2000.	<b>350</b>
120.	<b>08.08.1994</b>	No. 1/138/92-1PR (FD)	Revision of pay scales of Haryana Govt. Employees and grant of Special Pay to personal Assistants of Directorates.	Modified partly vide dated 03.08.1995.	<b>320</b>
121.	<b>01.10.1993</b>	No. 6/1(1)87-3FR (I)	Incentive to Haryana Govt. employees adopting small family norms.	Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991	<b>386</b>
122.	<b>20.07.1993</b>	No. 6/1(1)/87-3FR-I	Grant of incentive to Haryana Government employees adopting small family norms.	Modified vide dated 11.12.95 & Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991	<b>384</b>
123.	<b>18.08.1992</b>	No. 1/9/91-3PR (FD)	Revision of Pay Scales		<b>321</b>
124.	<b>01.07.1992</b>	No. 1/2(3)/91-3FR-I	Fixation of pay of military pensioners on re-employment in Civil Department.	Revised vide dated 08.12.2006.	<b>392</b>
125.	<b>26.06.1992</b>	No. 10/14/91-2PR (FD)	Open ended pay scale for the Private Secretaries of Haryana Civil Secretariat.		<b>287</b>
126.	<b>01.04.1992</b>	No. 1/42/1PR(FD)-82	Clarification regarding grant of special pay of car/jeep Drivers in the office of Heads of Departments and in the other field offices.		<b>322</b>
127.	<b>20.03.1992</b>	No. 1/11/87-2PR (FD)	Revision of rates of NPA grant of incentives for higher qualifications and revision of pay scales of one category of HCMS.	Revised vide dated 09.04.2001.	<b>288</b>
128.	<b>27.01.1992</b>	No. 6/144/4PR (FD)-87	Revision of pay scales of Junior Engineers	Modified partly vide dated 09.08.2002.	<b>290</b>
129.	<b>26.09.1991</b>	No. 28/46/91-5B&C	Framing of Service Rules by various departments of Haryana Govt. on the basis of Model Service Rules - inclusion of special pay.		<b>323</b>

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130.	<b>06.05.1991</b>	No. 6/1(1)/87-3FR-I	Grant of incentives to Haryana Government employees adopting small family norms.	Modified vide dated 31.03.99 & Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991	<b>382</b>
131.	<b>11.04.1991</b>	No. 9/4/91-3PR(FD)	Stay granted by the Courts in cases involving financial matters – Defence of cases.		<b>409</b>
132.	<b>28.02.1991</b>	No. 6/1(1)/87-3FR-I	Grant of incentives to Haryana Government employees adopting small family norms	Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991.	<b>381</b>
133.	<b>25.04.1990</b>	No. 6/1(1)-87-3FR-I	Grant of incentives to Haryana Government employees adopting small family norms.	-do-	<b>380</b>
134.	<b>25.07.1989</b>	No. 1/1(21)/88-1FR-I	Benefit of Special Pay on promotion to the higher post.		<b>261</b>
135.	<b>24.07.1989</b>	No. 6/1(1)87-3FR-I	Grant of incentives to Haryana Government employees adopting small family norms.	Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991.	<b>379</b>
136.	<b>16.06.1989</b>	No. 6/1(1)/87-3FR-I	Grant of incentives to Haryana Government employees adopting small family norms – (Revision)	-do-	<b>378</b>
137.	<b>19.05.1989</b>	No. 6/1(1)-87-3FR-I	Grant of incentives to Haryana Govt. employees adopting small family norms.	Revised partly vide dated 06.05.91 & 31.03.1999 and clarified vide dated 16.06.89 & Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991.	<b>377</b>

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138.	<b>02.05.1989</b>	No. 1/46/4PR(FD)-87	Clarification - Haryana Government Notification No.-GSR. 39/Const./Art. 309/87 dated 29.4.1987 – Date of next increment in case of fixation of pay at the minimum.		<b>291</b>
139.	<b>10.01.1989</b>	No. 6/1(1)-87-3FR-I	Grant of incentives to Haryana Government employees adopting small family norms.	Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991.	<b>376</b>
140.	<b>03.10.1988</b>	No. 1/46/4PR(FD)-87	Clarification - Haryana Govt. Finance Department Notification No. GSR39/Const/Art309/87 dated 29.4.1987 date of next increment in case of fixation at the minimum.	Withdrawn vide dated 02.05.1989.	<b>292</b>
141.	<b>09.09.1988</b>	No. 2351-2FICW-88	Clarification regarding Special Pay on Revised Pay Scales.		<b>324</b>
142.	<b>29.08.1988</b>	No. 1/49/4PR(FD)-87	Clarification - Haryana Government Finance Department Notification No. GSR.39/Const./Art.309/87 dated 29-4-1987		<b>351</b>
143.	<b>10.05.1988</b>	No. 2/2/(88)-2PR(FD)	Revision of pay scales of Haryana government employees selection grade of group `A` posts.		<b>352</b>
144.	<b>22.03.1988</b>	No. 6/1(8)87-3FR(I)	Introduction of incentives among Haryana Govt. employees for promoting the small family norms.	Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991.	<b>375</b>
145.	<b>07.03.1988</b>	No. 1/8/3PR(FD)-88	Revision of Pay Scales of Haryana Government Employees.		<b>262</b>
146.	<b>07.03.1988</b>	No. 1/8/3PR(FD)-88	Stagnation increments & Special Pay etc.		<b>293</b>
147.	<b>29.02.1988</b>	No. 1/8/3PR(FD)-88	Revision of pay scales-enhancement of special pay		<b>325</b>
148.	<b>11.01.1988</b>	No. 1/8/3PR(FD)-88	Revision of pay scale - enhancement of Special pay.	Revised vide dated 13.01.2009.	<b>326</b>
149.	<b>07.08.1987</b>	No. 1/49/4PR(FD)-87	Clarification - Haryana Govt. Finance Department Notification No. GSR.39/Const./Art.309/87, dated 29.4.1987.	Modified vide dated 29.08.1988.	<b>353</b>

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151.	<b>04.06.1987</b>	No. 6/1(1)/87-3FR-I	Freezing of personal pay on account of sterilization operation.	-do-	<b>373</b>
152.	<b>16.05.1986</b>	No. 1/42/1PR(FD)-82	Grant of Special Pay to Car/Jeep Drivers in the offices of Head of Department and in the other field offices.		<b>327</b>
153.	<b>04.04.1985</b>	No. 1/42/1PR(FD)-82/	Grant of Special Pay to Car/Jeep Drivers in the offices of Heads of Department and in the other field offices.		<b>328</b>
154.	<b>23.03.1985</b>	No. 1/2(1)85-3FR(I)	Introduction of incentives among Haryana Government employees for promoting small family norms.	Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991.	<b>372</b>
155.	<b>15.02.1985</b>	No. 10/7/5PR(FD)-84	Grant of selection grade to employees in the offices of Heads of Departments.		<b>354</b>
156.	<b>21.12.1984</b>	No. 1/14/1PR(FD)-84	Revision of Selection Grade of HCS Executive) Officers.		<b>355</b>
157.	<b>11.09.1984</b>	No. 10/7/5PR(FD)-84	Grant of Selection Grade to employees in the offices of Head of Departments.		<b>356</b>
158.	<b>27.06.1984</b>	No. 10(20)-83-4FR(I)	Grant of Special Pay to the Assistants & Clerks of Haryana Vidhan Sabha, Public Service Commission Haryana & L.R. Office.		<b>329</b>
159.	<b>20.04.1984</b>	No. 6/1(8)/79-1FR(I)	Introduction of incentives among Haryana Govt. employees for promoting the small family norms.	Modified partly vide dated 23.03.85 & incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991.	<b>371</b>
160.	<b>13.01.1984</b>	No. 1/171/1PR(FD)-83	Clarification regarding grant of selection grade in leave vacancy.		<b>357</b>

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161.	13.01.1984	No. 1/1(34)/82-4FR(I)	Clarification regarding fixation of pay in the selection grade.		358
162.	12.01.1984	No. 6/1(5)-82-1FR(I)	Treatment of special pay for the purpose of pay fixation on promotion to higher post.		263
163.	12.01.1984	No. 6/1(5)-82-1FR(I)	Treatment of special pay for the purpose of pay fixation on promotion to higher post.		330
164.	27.05.1983	No. 1/2(5)/78-1FR(I)	Fixation of pay of military pensioners on re-employment in Civil Department.	Revised vide dated 01.07.1992.	394
165.	03.03.1983	No. 6/1(5)-82-1FR-I	Treatment of special pay for the purpose of pay on promotion to higher post.		264
166.	21.02.1983	No. 3/42/1PR(FD)-80 (Substituted)	Fixation of pay of Civil and Military Pensioners under the revised scales of pay.	Obsolete.	Not printed
167.	20.01.1983	No. 1/1(111)/82-1FR-I	Treatment of special pay for the purpose of fixation of pay on promotion from Steno-typist to Higher post		265
168.	29.12.1982	No. 1/212/4PR(FD)-82	Crossing of Jump under the revised scales of pay		294
169.	13.07.1982	No. 6/1(8)79-1FR-I	Introduction of incentives among Haryana Govt. employees for promoting the Small family norms.	Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991.	370
170.	11.05.1982	No. 1/70/4PR(FD)-81	Revision of pay scale of clerks viz-a-viz Restorer/Gestetner Operators.		266
171.	04.05.1982	No. 6/1(1)-81-1FR(I)	Treatment of special pay for the purpose of fixation of pay on promotion to a higher post.	Modified partly vide dated 03.03.1983.	267
172.	24.11.1981	No. 6/1(8)79-1FR(I)	Introduction of incentives among Haryana Govt. employees for promoting the small family norms.	Modified partly vide dated 22.03.88 & Incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991.	367

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173.	20.11.1981	No. 1/269/2PR(FD)-81	Clarification regarding grant of Selection Grade.		359
174.	24.08.1981	No. 3/2/1PR(FD)-80	Clarification regarding grant of selection grades.		360
175.	20.07.1981	No. 6/1(8)79-1FR(I)	Introduction of incentives among Haryana Govt. employees for promoting the small family norms.	Modified partly vide dated 23.03.85 & incentive discontinued for fresh cases w.e.f. 01.03.1991 vide dated 28.02.1991.	365
176.	06.07.1981	No. 1/146/3PR(FD)-81	Grant of special pay under the revised scales of pay.		331
177.	24.06.1981	No. 3/42/1PR(FD)	Fixation of pay of Civil and Military Pensioners under the revised scales of pay.	Obsolete.	Not printed
178.	10.02.1981	No. 1/34/4PR(FD)-81	Grant of Selection Grade to Clerks.		361
179.	14.01.1981	No. 12/86/4PR(FD)-80	Revision of Pay Scales.		295
180.	06.10.1980	No. 3/2/1PR(FD)-80	Clarification regarding grant of Selection Grade.	Modified vide dated 24.08.1981.	362
181.	07.08.1980	No. 3/2/1PR(FD)-80	Grant of two advance increments to Graduate Clerks/Steno typists/Junior Scale Stenographers in the revised scales of pay		296
182.	28.09.1979	No. 1/2(5)/78-1FR-1	Fixation of Pay of Military pensioners on re-employment in Civil Departments.	Obsolete.	Not printed
183.	29.06.1979	No. 1/1(14)/78-2FR-II	Fixation of pay of Military pensioners on re-employment in Civil Deptts.		396
184.	04.10.1978	No. 1/1(14)/78-2FR-II	Fixation of pay of military pensioners on re-employment in Civil Departments.	Revised vide dated 27.05.1983 and clarified vide dated 28.09.1979.	397
185.	18.05.1977	No. 2201-1FR(I)-77/14076	Fixation of pay on reversion to parent Department from an ex-cadre post to a higher cadre post.		269



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186.	<b>21.04.1976</b>	No. 1217-2FR-I-76/ 13929	Grant of increments to Haryana Government Employees from the 1 <sup>st</sup> day of the month in which they fall due instead of from the actual date of their accrual.	Also inserted in Rules but modified w.e.f. 01.01.2006 vide HCS Revised Pay Rules, 2008.	<b>297</b>
187.	<b>11.06.1974</b>	No. 2179-1FR-74/ 20589	Grant of annual increment to purely temporary Govt. employees appointed locally against vacant post.		<b>298</b>
188.	<b>06.11.1973</b>	No. 1991-2FR-73/ 42458	Fixation of Pay of military pensioners on their re-employment in Civil service	Revised vide dated 04.10.1978.	<b>398</b>
189.	<b>19.05.1970</b>	No. 1643-(5)-FR-70/ 11999	Government servants on deputation to ex-cadre posts, on their permanent absorption in such post fixation of pay of.		<b>270</b>
190.	<b>20.04.1970</b>	No. 8876-PR/10510	Advance increments admissible to Graduates clerks in the revised scales of pay.		<b>299</b>
191.	<b>25.07.1969</b>	No. 3782-5FR-69/ 21042	Fixation of pay of Military pensioners on their re-employment in Civil Service.	Clarified vide dated 06.11.1973.	<b>399</b>
192.	<b>22.12.1966</b>	No. 204-4FR-66/1231	Pay of Government Servants appointed as probationers.	Obsolete.	Not printed
193.	<b>13.09.1965</b>	No. 6606-6FR-II-65/ 16916	Fixation of Pay Government employees consequent upon the revision of pay scales.	Inserted in Rules.	Not printed
194.	<b>09.07.1964</b>	No. 3291-(I)-FR-II- 64/5805	Officiating appointment to selection grade posts.	Modified partly vide dated 24.08.1981.	<b>363</b>
195.	<b>30.06.1964</b>	No. 5927(I)-FR-II- 64/5302	Grant of annual increment to purely temporary Government employees appointed locally against vacant posts.	Revised vide dated 11.06.1974.	<b>300</b>
196.	<b>26.05.1964</b>	No. 2966-2FR-II- 64/5046	Grant of grade increments to the Military/Civil Pensioner re-employed in work-charged posts	Obsolete.	Not printed
197.	<b>04/ 07.06.63</b>	No. 7651-(I)-FR-II- 63/7144	Grant of additional pay for dual/higher charges.	Obsolete.	Not printed
198.	<b>15/ 16.05.61</b>	No. 4001-(1)FR-II-61	Regarding pay fixation of Military Secretary and A.D.Cs to Governor.	Obsolete.	Not printed
199.	<b>20.01.1961</b>	No. 11126-(I)-FR-II- 60/292	Fixation of pay of re-employed pensioners - General Policy thereof.	Inserted in Rules.	Not printed
200.	<b>11.03.1960</b>	No. 1013-FR-II-60/ 2142	Fixation of pay of re-employed pensioners.	Clarified vide dated 20.01.1961.	Not printed

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201.	<b>20/ 23.04.59</b>	No. 2650-FR-II-59/ 3945	Grant additional pay for dual/higher charge.	Obsolete.	<b>272</b>
202.	<b>14.11.1958</b>	No. 8290-FR-I-58/ 16013	Grant of allowances in various circumstances.	Obsolete.	Not printed
203.	<b>21.09.1957</b>	No. 6756-FR-II-57/ 9912	Revision of special pay.	Obsolete.	Not printed

**Note :** Instructions not printed in Compendium are available on website of Finance Department [www.finharyana.gov.in](http://www.finharyana.gov.in).

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