

No. FIN-(PR)B(7)-1/98-11
Government of Himachal Pradesh
Finance (Pay Revision) Department

From

The F.C.-cum-Secretary (Finance) to the
Government of Himachal Pradesh.

To

All Administrative Secretaries to the
Government of Himachal Pradesh.

2. All Heads of Departments in H.P.

3. Registrar, H.P. High Court, Shimla.

4. Secretary, H.P. Vidhan Sabha, Shimla.

Dated Shimla-171002, the 23rd June, 2000

SUBJECT: GRANT OF FOUR TIER PAY SCALES.

I am directed to say that the pay scales of Services mentioned hereunder were revised by the State Govt. vide this Department Notification of even number dated 1.9.1998, however later, vide letter No. FIN-(PR)B(7)-1/98 dated 6.10.1998, grant of four tier pay scales was with-held with the objective of framing guidelines for such releases. These services were :-

1. H.P. Administrative Services
2. H.P. Police Services
3. H.P. Health Services Class-1 (Generalist)
4. H.P. Health Services Class-1 (Dental)
5. Animal Husbandry Veterinary Class-1 Services.
6. Assistant Engineer
7. Assistant Architect
8. Assistant Town Planner.

After a careful consideration, it has been decided by the Government to issue the following guidelines in order to implement the four tier pay scales in respect of the above mentioned categories.

MAIN FEATURES OF THE SCHEME

(A) ELIGIBILITY :

- (1) Effective w.e.f. 1.1.1996, this will be a ASSURED CAREER PROGRESSION SCHEME in respect of above mentioned categories of employees.

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(ii) In case an employee, who has opted to get his pay fixed under Rule-6 of the H.P. Civil Services (Revised Pay) Rules, 1998, in the revised pay scales from a date later than 1.1.1996, the effective date shall be the date of option. However, if the earlier date of option is no longer beneficial, such employees may give a fresh option for revision of pay scales within two months from the date of issue of this letter.

(iii) Service rendered in the same post before 1.1.1996, or the date opted for by an officer, shall count for the purpose of these decisions. SAME POST shall mean a post which is in the same cadre with same designation and in the same pay scale.

(iv) Where the post is one for which different pay scales, were prescribed under the rules applicable immediately prior to 1.1.1996 without involving promotion to a higher cadre, the entire service of officers adjudged as satisfactory from entry scale onwards, shall be taken into consideration. In such cases service shall include only the service rendered from the date of assignment of seniority in the cadre and which counts for increment shall only be taken into consideration.

(B) PAY FIXATION

(i) The pay of employee shall be fixed first in the revised scale in column 3 of "First Schedule" against the pre-revised scale in column 2 thereof which he was drawing immediately before 1.1.1996 or the date opted by him in terms of the provisions contained in the H.P. Civil Services (Revised Pay) Rules, 1998. The employee shall then be placed in the higher admissible scale on completion of "satisfactory" service. If in any case the benefit is less than one annual increment, the pay shall be stepped up so as to ensure the benefit of

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atleast one increment at the time of such placement. If the minimum of the higher scale is higher than the stage arrived at in view of above, the pay of such employee shall be fixed at the mininum.

(ii) The next increment in the higher scale shall be allowed after qualifying service of 12 months.

(C) PROCEDURE FOR ASSESSING THE WORK AND CONDUCT FOR PLACEMENT IN THE HIGHER SCALE.

(i) The procedure for assessing the work and conduct for placement in the higher scale shall be the same as applicable in a case of promotion. The placement in higher scale shall be allowed only to those employees whose overall service record is adjudged as "Good" and the employee is otherwise suitable for promotion. "Good" record shall mean that more than 50% annual confidential reports are good and out of last three years' reports atleast two should be "Good".

(ii) In cases where departmental examination/acquisition of higher qualification/ referesher Course/ special experience/training is prescribed as pre-requisite eligibility for promotion to higher post, only such employees who fulfil these requirements shall be considered for placement in the higher pay scale.

iii) All placements in the higher scales shall be given effect from the First day of January of the year next to the year in which an employee completes the required span for placement in the higher scale.

All cases maturing upto last day of the year shall be taken up for consideration before the end of

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October and ACRs upto 31st March of the relevant year be taken as base.

- iv) The employee placed in a higher scale under this scheme shall continue to discharge the same duties and responsibilities as in the original post and shall remain on the strength of the same cadre.
- (v) In case an employee is not found fit for placement in the higher pay scale on a particular date, his case should be reviewed on year to year basis and he shall be allowed the higher scale on being found suitable for the the higher scale from the date he became eligible as per procedure prescribed in para C (iii) above.

If the higher scale is not granted on account of unsuitability, it shall not be considered as Punishment under the Central Civil Services (Classification, Control and Appeal) Rules, 1965. Competent Authority for the grant of higher pay scale shall be the same as in the case of promotion. Representation/appeals against the non-grant of higher pay scale under this scheme shall also lie in the same manner as in the case of promotion.

- (vii) If the promotion of an employee to higher post occurs after having got placement in higher scale under this scheme, benefit of only one increment shall be allowed in fixing his pay in the scale of the promotional post. The provisions of FR 22.1(a)(1) shall be restricted to this extent in such cases.

- (viii) The cases already decided by the Departments before the issue of letter dated 6.10.1998, shall be reviewed immediately in the light of these instructions and excess payments made, if any, shall be recovered from the concerned employees. The Administrative Departments

will ensure that if any recovery(ies) become due under any clause of these instructions viz. any officer may have been allowed higher pay scale without scrutiny of his record as per these instructions, the recoveries may be made accordingly.

- (ix) For interpretation/clarification of the decisions contained in this letter, the Finance Department shall be the final authority.

Arrears upto 30.6.2000 would be credited to the General Provident Fund Account of the concerned employees/officers with a lock in period of three years. Concurrent payment be paid in cash from 1st July, 2000 ~~to 30.6.2000~~. The employees/officers who have retired or ceased to be in Govt. service or had closed their GPF accounts or might close their accounts by the time the arrears are to be credited to GPF, shall be paid the amount of arrears in cash subject to completion of all codal formalities. In case of such officers who has not yet allotted GPF account number, the amount of arrears shall be invested in the National Small Saving Schemes.

This issues with the prior concurrence of the Department of Personnel obtained vide their Dy. No. F-155 dated 3.5.2000.

Yours faithfully,

Under Secretary (PIN-REG) to the Government of Himachal Pradesh.

No. Fin-(PR)N(7)-1/98-11 dated Shimla-171002, the 23rd June, 2000
Copy forwarded for information and necessary action to :

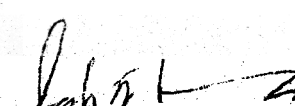
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The Senior Deputy Accountant General (A&E), Himachal Pradesh with 10 spare copies.

The Resident Commissioner, H.P. Himachal Bhawan, Sikandra Road, New Delhi.

All Deputy Commissioners in Himachal Pradesh.

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7. Principal, Government Dental College, H.P. Shimla-1.
8. Principal, R.P. Medical College, Tanda, Distt. Kangra, H.
9. All District Treasury Officers/ Treasury Officers in H.P.
10. The Resident Commissioner, Pangi, (Chamba) H.P.
11. All Controllers/ Joint Controllers/ Deputy Controllers/ Assistant Controllers (F&A) in H.P.
12. All Public Sector Undertakings/ Boards/ Universities in H.P.
13. The Director, Defence Land and Contonment, Northern Command, Udhampur, J&K.
14. The Deputy Director, Defence Land and Contonment Head Quarter Western Command, Shimla-1.
15. The Divisional Organisor, Punjab and H.P.(SSB), Directorate General of Security, Shimla-4.
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Under Secretary (FIN-REG) to the
Government of Himachal Pradesh.
