

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

From

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

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of the Department in Himachal Pradesh.
3. The Registrar, H.P. High Court, Shimla.
4. The Secretary, H.P. Vidhan Sabha, Shimla.
5. All Deputy Commissioners in H.P.

Dated Shimla-171002, the 26th August, 2002

Subject : Bifurcation of cadre of Clerks w.e.f. 1.1.1996-Clarification thereof.

Sir,

In continuation of this Department's Notification No. FIN-(PR)B(7)-1/98-II dated 31.5.2001 and in supersession of this Department's clarificatory letter No. FIN-(PR)B(7)-1/98 dated 18.2.2000, I am directed to say that as sequel to the revision of pay scale of Clerks w.e.f. 1.1.1996, the total number of posts of Clerks including Senior Clerks and Junior Assistants existing as on 1.1.1996 are to be bifurcated into the posts of Clerks in the pay scale of Rs. 3120-5160 (with initial start of Rs. 3220/-) and Junior Assistant in the pay scale of Rs. 4400-7000 in the ratio of 50 : 50 by placement.

Clarifications are being sought from various quarters on the point regarding the placement of Clerks after 1.1.1996 and the number of posts to be determined where the cadre strength of Clerks is in odd number and the procedure to be followed in such cases where Senior employee is not eligible but junior employee becomes eligible for placement as Junior Assistant.

After careful consideration, following decisions has been taken:

- (i) the Cadre of Clerks as on 1.1.1996 including Senior Clerks and Junior Assistants is to be bifurcated in the ratio of 50 : 50. The strength of Junior Assistants will remain static during the year and any addition or deletion of posts in the cadre will be made in the lower cadre of Clerks after 1.1.1996.
- (ii) In case the total number of posts of Clerks are in odd number, the following formula be adopted for bifurcation of cadre :-

Total number of posts minus 1 divided by 2 = Number of posts of Junior Assistants and the balance will be the number of Clerks

- (iii) For the purpose of placement as Junior Assistant, the cadre of Clerks as exists on 1st January of every year is to be reviewed and the incumbents who have completed 5 years of service in the cadre of the department, are eligible for placement as Junior Assistant in the pay scale of Rs. 4400-7000, subject to the condition that such incumbents fall within the ratio of 50% and in no case the strength of Junior Assistants is allowed to exceed the prescribed percentage of 50%.

- (iv) Where the Senior incumbents of the post of Clerks are ineligible due to non-completion of 5 years of service in the cadre and the junior incumbents become eligible on completion of 5 years of service for placement in the higher scale, in such cases, the junior will not be given placement as Junior Assistant. The senior employee will be placed as



Junior Assistant in the pay scale of Rs. 4400-7000 on the date he actually completes five-years service.

- (v) As regards the junior person, the junior will be placed as Junior Assistant only after the senior has been placed as Jr. Assistant, subject to fulfillment of other conditions.

This may be brought to the notice of the all concerned.

Yours faithfully,



(Dr. R.N. Batta)

Additional Secretary(Fin-PR.) to the Government of Himachal Pradesh.

No. FIN-(PR)B(7)-1/98- III Dated Shimla-171002, the 26th August, 2002.
Copy forwarded for information and necessary action:

1. The Senior Deputy Accountant General (A&E), Himachal Pradesh, Shimla-171003 with 20 spare copies.
2. The Revenue Commissioner, Himachal Pradesh, Shimla-171002.
3. The Resident Commissioner, H.P. Himachal Bhawan, Sikandra Road, New Delhi.
4. All Superintendents of Police in H.P.
5. All District and Session Judges in Himachal Pradesh.
6. The Director Treasuries and Accounts Organisation, Shimla-9.
7. All District Treasury Officers/ Treasury Officers in H.P.
8. All controller/Joint Controller/Deputy Controller/Assistant Controller (F&A) in Himachal Pradesh.
9. The Resident Commissioner, Pangi, Chamba, Himachal Pradesh.
10. All Public Sector Undertakings/Boards/Universities in H.P.
11. The Examiner, Local Audit Department, H.P. Shimla-2.
12. The Divisional Organizers, Punjab and H.P.(SSB), Directorate General of Security, Shimla-4.
13. The Commandant, Training Centre, Directorate General of Security, Sarahan, Rampur Bushar, Shimla District, H.P.
14. The Cantonment Executive Officer, Subathu/Jutogh/ Dagshai/Kasuali/Yol Camp(Kangra)/Bakloh cantonment/ Dalhousie (Chamba).