

## PAY AND ALLOWANCES

1. The claim is not admissible before expiry of month.  
**[ Authority: Art 72 of A P Financial Code Volume-I ]**
2. All enclosures to the Pay Bill should be in ink signed by the competent authority.
3. Indication as to whether the posts is/are permanent or temporary. If temporary the G.O.No. and date in which the posts were last sanctioned is to be noted  
**[ Authority: SR 7 of TR 16 A.P.Treasury Code Vol-I ]**
4. Declaration from the controlling officer in respect of temporary establishment beyond the period of sanction is to be enclosed. (This is applicable for a period of three months after expiry of last sanction)
  - a) When the staff is for a specified period this will not arise
  - b) When the schemes is continuous one and the original sanction is given at least for a period of one year , the certificate is acceptable**[Authority: G.O.Ms.No.163 Fin.(Accts.) Dept. Dt. 28-6-73 and G.O. Ms. No.268Finance (Accts.)Dept.**
5. Indication as to AIS officers, Gazetted or Non- Gazetted is to be noted on the Right side top of the bill in red ink, separate claim has to be preferred in respect of AIS officers duly supported by pay slips in original issued by the PAO Hyderabad when the claim is either preferred for the first time or an increase in pay is noticed and other recovery schedules.
6. Separate bills for permanent and temporary establishment and separate bills for Plan and Non Plan shall be presented  
**Authority: SR 7 of TR 16 A.P.Treasury Code – I ]**
7. Correct schedules in respect of all deductions like GPF, Class IV GPF, CSS, APGLI, PT, GIS, all loans and advances, Interest on loans except FA, Spl.FA & EA, interest on loans, IT etc., are to be enclosed in Prescribed proforma in triplicate duly signed by the DDO separately. Employee I.D. Number should be noted in all employee related claims and all schedules.  
**[Authority: SR 2(1) of TR 16] and [Rule 10 of GPF Rules and Govt Act No 87789/B/dt 21-5-68] A.P.Treasury Code Volume – I.]**
8. Total deductions should be tallied with reference to schedules.  
**[ Authority: SR 2(i) of TR 16 A.P.Treasury Code Volume-I ]**
10. Gross and Net amount of the bill should agree with the total recoveries
11. The Accountant concerned is totally responsible for Arithmetical accuracy of the bill.  
**[Authority: SR 7 of TR 16 A.P.Treasury Code Volume-I ]**

12. Certificate for the drawl of HRA and other compensatory allowances should be furnished  
[ **Authority: Note 2 of SR 4 under FR 44**
13. If, the bill relates to leave salary, the period of leave, nature of leave should be noted in the bill duly Supported by leave sanction orders issued by the competent authority . The leave already availed and balance of leave at their credit should be noted in leave proceedings.  
[Authority: G.O.Ms.No.384 F & P (FW TR I) Dept.dt.05-11-1977]
16. Number of posts in each category/designation/ scale of pay and pay drawn by the Individual to be tallied with reference to entries in fly leaves besides maintaining SLO Register for observation of cadre strength.  
[ **Authority: Article 72 of A P Financial Code Volume –I**]
17. G.O. No. and Date in which the Permanent/ Temporary Estt. Of the Drawing Officer is to be noted on the Top of the bill in the Red Ink, TBR No. and Date should be noted at appropriate Column and also indicate Plan and Non Plan on the bill. [ **Authority: S.R.7 T.R. 16 A.P. Treasury Code Vol-I**]
18. Sanction of continuance of Temporary Post with the period should be noted in the bill  
[ **Authority: S.R.7 T.R. 16 A.P.Treasury Code Vol-I** ]
19. Certificate should be furnished in respect of the persons whose names have been omitted in the pay bill with reasons.  
[**Authority: S.R.9 T.R. 16Treasury Code Vol-I** ]
20. The claim in respect of each item Under Pay, DA, HRA, CCA etc., in the bill shall be rounded off to the nearest rupee.  
[ **Authority: S.R.2 (g) T.R.16 Treasury Code Volume – I and Art.321 and 322 of A.P. Financial Code Volume-I** ]
21. Schedule in form 41[c] should be enclosed in triplicate in support of the deduction made in compliance with the order of court  
[ **Authority: S.R.2 (k) T.R. 16 A.P.Treasury Code Volume-I**
22. The pay bill for the month of **February** shall contain the certificate regarding recovery of Income Tax.
23. A certificate to the effect that the APEWF Contribution @ 20/- for all cadres shall be deducted in the **March** Salary bill payable on **April** may be appended.  
[ **Authority: Note under Art.325 of A.P.Financial Code Volume-I** ]
24. The DTOs is empowered to return the DDOs Salary bill of **April** payable in **May** every financial year due to Non-accompany of P.A. Acknowledgement Form.

25. The pay bill relating to the month of **MAY** payable in **JUNE** should contain the Service verification Certificate for the year ending 31st March  
**[Authority: Note under Art 325 of A P Financial Code Volume-I ]**
26. In the Pay bill for the month of **December**, recovery of flag day fund @ Rs.20/- from NGOs and @ Rs. 50/- from Gazetted Officers may be effected. This should be shown in the salary bill form in Non Govt. deductions column. (G.O.Ms.No.299 Home (Gen. C) Dept.dt.18-12-2007)
27. The certificate prescribed G.O.Ms.No.183 F&P dt.28-6-73 and G.O.Ms.No.67 F&P, Dt. 16-2-76 in respect of the Temporary Estt. continued beyond the sanction period should be enclosed to the pay bill.
28. The entries in respect of all kinds of bills should be noted in the flyleaf in respective ledger sheet of the individual and cadre strength particulars with regard to Duty pay-leave salary subsistence allowance and vacancy particulars should be noted in the S.L.O. Register along with token number and date.
29. In respect of claims of fresh appointments the relevant orders of the selection authority /Government and appointing authority should be obtained and bill is to be presented in duplicate and entry is to be made in the first appointments watch Register.
30. In case of 1<sup>st</sup> salary bill of a newly recruited employee, a certificate to the effect that the Physical fitness certificate has been obtained and filed in the DDOs office.
31. In case of 1<sup>st</sup> pay bill of a newly recruited employee an amount of Rs 50/- is to be recovered towards APEWF subscription compulsorily.
32. In case of first salary bill of a new employee, a certificate to the effect that the appointment was made in accordance with the provisions contained in Section 4 of Act 2 of 1994 issued by the appointing authority only. Other wise the pay bill shall be returned by the treasury officer. The Pay bill should be preferred in duplicate by the DDO. Original should be passed and the duplicate should be retained in the treasury, making an entry the separate register maintained for this purpose.  
**[ Authority: GO MS NO 68 F&P FW PC-I DEPT DT 24-4-92 & Memo.No.P2/28950/6 dt. 18-10-96 of DTA AP Hyderabad.**
33. Original LPC should be insisted for 1<sup>st</sup> drawl of salary bill of the transferred employee duly noting the date of joining of the individual in the post under proper attestation of the DDO who presents the pay bill.**[TR.23of APTC Vol.I]**
34. In respect of GIS claims, subscription shall be recovered from the employee Irrespective of his being on duty, leave or suspension

35. No interest on arrears of subscription due, shall be levied, if the non-recovery is due to delayed payment of salary
36. If an employee is EOL during which no salary is payable, his subscription for the month for which no payment of salary is made to him, shall be recovered with interest admissible under the scheme is not more than 3 installments from his Salary for the months following the month in which he resumes duty after leave. If an employee dies while on EOL, the subscription due from his shall be recovered with interest from his family under the scheme.

#### **DRAWL OF PAY AND ALLOWANCES DURING THE MIDDLE OF MONTH**

- [1] When a Government servant is transferred from one department to another where there is change in the controlling authority
- [2] When a Government servant is promoted from NGO to Gazetted post or reverted from GO and NGO involving a transfer
- [3] When a Government servant finally quits the service
- [4] When one is transferred to foreign service/ deputation
- [5] When one is transferred from one public works division to another or forest
- [6] In case of transfer outside the audit circle
- [7] When deputed to famine duty

**[Authority: Art. 72 of A P Financial Code Volume-I ]**

#### **REGULATION OF PAY AND ALLOWANCES OF A GOVT. SERVANT WHOSE WHEREABOUTS ARE NOT KNOWN:**

- 1] If an employee has disappeared leaving his family and if his whereabouts are not known the family should have lodged a complaint with concerned police station.
- 2] The police authorities after due investigation should have issued a report that the employee has not been traced after all the efforts had been made by the police
- 3] The said report of the police in original should be filed by the family preferring the claims due to the Govt. servant
- 4] The family should also execute an indemnity bond that all the payments made will be adjusted against the payment due to employee in case he appears on the scene and makes any claim
- 5] While making payments of above dues, the Head of the office will assess all Govt. dues against the Govt. servant and effect the recovery

- 6] The family can be paid salary due for the duty period of the Govt. servant till the date of disappearance, the encashment of leave if any due to the legal heir after lapse of one year from the date of filing of FIR
- 7] In respect of GPF amount standing at his credit, it shall be paid to the nominee as per the nomination filed by the Govt. servant after lapse of one year from the date of filing of FIR
- 8] After lapse of one year from the date of disappearance, the family pension and retirement gratuity proposals may be entertained from the family
- 9] After lapse of seven years from the date of filing of FIR, an application for compassionate appointment shall only be entertained from the eligible family member for consideration GOMsNo.378, GAD (SER.A) dept.dt.24-08-99
- 10] A fresh police report shall be obtained that the missing Govt. employee is not traceable while considering the application for compassionate appointment
- 11] The application for compassionate appointment shall be entertained within one year from the date of completion of seven years from the date of filing of FIR with police.
- 12] This benefit shall not be applied to the cases of Govt. servant who had less than 7 years of service to retire on the date from which the FIR is filed.
- 13] Who is suspected to have committed fraud, are suspected to join any terrorist, extremist organization or suspected to have gone abroad, the application for compassionate appointment shall not be considered.
- 14] A bond shall be obtained from the dependent at the time of appointment with a condition that if such missing Govt. employee is alive anywhere at a later date, the services of the person so appointed are liable for termination.
- 15] GIS,APGLI and insurance claims shall be settled after completion of 7 years from the date of filing of FIR

#### **PAYMENT OF OBSEQUIES CHARGES TO EMPLOYEES**

- 1] Payment of obsequies charges in respect of deceased Government employees is Rs. 5,000/-  
**[Authority: G.O.Ms.No. 569 GAD [Ser.Wel.I] Dept. dt. 6-8-07]**
- 2] The obsequies charges of a Govt. employee who retired from service but whose pensionary benefits are not yet received shall be drawn and paid by the DDO from where the employee retired by debiting the amount to 2071-Pension head.
- 3] Allow Obsequies charges to Village Servants who died while in service  
**[G.O.Ms.No. 101 Revenue(VO) Dept. dt. 27-01-1992]**

- 4] The Detailed and Sub-detailed head for Obsequies Charges is 310/318 and bill should be preferred in A.P.T.C. Form 102

**PAYMENT DUE TO DECEASED EMPLOYEE**  
**[ ART. 80 OF APFC VOL.I & G.O.Ms.No. 301 dt. 24-8-1987]**

- 1] Pay Leave Salary and other emoluments of a Government Employee died can be drawn for the day of death irrespective of the hour a which the death has taken place.
- 2] The payment can be made without production of legal heir certificate unless there is doubt,
- 3] In respect of N.G.Os, the Pay and Allowances of all kinds including TA relating to deceased employee can be drawn and paid by the Head of the Office in which the Government Servant last employed, if the Gross Amount of the Claim does not exceed Rs. 5,000/-.
- 4] If the Head of the Office is N.G.O., the Claim should be sanctioned by the immediate Gazetted Officer.
- 5] If the amount exceeds Rs. 5,000/- it should be drawn and paid with the sanction of HOD after obtaining indemnity bond in Form VI.
- 6] One Surety can be accepted upto Rs. 7,500/- if the surety is financially sound and 2 Sureties are required beyond Rs. 7500/-

**CONTRIBUTORY PENSION SCHEME**

- 1] The employees who were recruited on or after 01-09-2004, a monthly contribution of 10% of the Basic Pay + DA from their salary shall be credited to the Contributory pension scheme  
[ G.O.Ms.No. 655 Finance(Pensions-I) Dept. dt. 22-9-2004]
- 2] No separate G.P.F.Account is required for persons who appointed after 01-09-2004 and who comes under Contributory Pension Scheme  
[ G.O.Ms.No. 655 Finance(Pensions-I) Dept. dt. 22-9-2004]
- 3] In all cases where an in-service employee who was covered under the earlier pension rules joins another organization/department where the same rules were applicable after submitting a technical resignation, such employee will be treated outside the purview of the C.P.S.  
[Govt. Memo.No.21944/ 379/A2/Pen.I/2005.dt.26-09-2005]

## **INCREMENT ARREAR BILL**

1. The incremental arrear bill shall be preferred in A.P.T.C. form 47
2. Increment should ordinarily be drawn unless it is withheld on account of misconduct or Unsatisfactory work by the competent authority under CCA Rules **(FR 24)** after completing one year of satisfactory service on duty.
3. All duty in a post on time scale counts for increment **FR 26(a)**
4. Leave with all allowances will count for increment **FR 26(b)(i)**
5. EOL on MC or for any other cause beyond the Government Servants control or for Prosecuting higher scientific or technical studies within an understanding to serve the Government on return of leave for a period of five years shall also count for increment and this should be one time in entire service. For sanction of increment for period of EOL, below six months HOD is competent and beyond 6 months the Government is competent authority.  
**[Authority: FR 26 b (ii) & Cir Memo.No. 21102-B/371/A2/FR.I/98 dt.7-8-98 of F&P [FW.FR.I] Department.]**
6. Increment will be drawn from the 1st of the month in which it is due.  
**[ Authority: G.O.Ms.No.133, F & P, Dt.13-05-74 and GOMsNo192, F & P Dt.1-8-74**
7. **Periods that do not count for increments.**
  - a) EOL on private affairs
  - b) Period treated as Dies-Non-under **FR18**
  - c) Over stayal of Joining Time not regularized.
  - d) Unauthorized Absence in continuation of authorized absence of leave not Regularized.
  - e) Suspension treated as "NOT DUTY"
  - f) Period of interruption
  - g) Service rendered at less than the minimum of the time scale under **FR 35**
  - h) Service as apprentice
8. If the increment fallen due during the period of leave(other than E.O.L.) which was regulated later, the Increment shall be sanctioned from the date of accrual with the monetary benefit from the date of joining after expiry of leave. In case of EOL, the increment shall also be postponed accordingly.
10. The increment certificate in APTC form 49 in 15 columns duly signed by the DDO should be enclosed along with sanction proceedings issued by the competent authority.  
**[Authority: SR 13 & 15 OF TR 16 A.P.Treasury Code Volume-I]**
12. No increment shall be sanctioned during suspension period.

## PAY FIXATIONS & AUTOMATIC ADVANCEMENT SCHEME

**Automatic Advancement Scheme shall be applicable to all those who are drawing in Grade-I to XXI i.e., upto and inclusive of Revised Scales under RPS, 2005 of Rs. 10845-25600 as indicated in G.O.(P)No.241 Finance (P.C.II) Dept.dt. 28-9-2005 and G.O.(P) No.201 Fin(PC II) Dept.dt.18-07-2006**

- 1] The pay of the employee is to be fixed on promotion involving higher responsibilities and time scale be fixed at under **FR 22(a)(i)** from the date of promotion to fix his pay in the next stage in the time scale attached to the promotion post.
- 2] The pay is also to be re-fixed under **FR 31(2)** from the date of accrual of increment in the lower cadre.
- 3] If the Govt. servant promoted to the higher post after appointment to Automatic Advancement Scheme (SG & SPP-I) in the lower post on or after 01-07-2003, the pay of the individual shall be fixed under **FR 22(B)**.  
**[G.O.(P) No. 241 Fin.(P.C.II)Dept dt. 28-09-2005]**
- 4] If the Govt. servant promoted to the higher post from the lower category with out getting appointment to the AAS, the pay of the individual shall be fixed under **FR 22(B)** by allowing notional increment at the time of fixation
- 5] When once the pay is fixed under FR 22-B, the provisions of Rule 31(2) shall not be applicable in any case.
- 6] If a Govt. servant opted to fix his pay under **FR 22(B)** from the date of promotion, One increment has to be added notionally to the pay already drawn in the lower post, and fix the pay so arrived in the next stage in the promotion post
- 7] If a Govt. servant opted to fix his pay under **FR 22(B)** from the date of accrual of increment in the lower Category, One increment has to be released as per FR 26 (regular increment in the lower category) and add another increment notionally to the pay already drawn in the lower post, and fix the pay so arrived in the next stage in the promotion post
- 8] In respect of Govt. servants who promoted, they may be given only one opportunity to revise their options provided such revised option shall be within a period of one year from the date of promotion  
**(G.O.Ms.No.102, F & P (FW FR II) Dept.Dt.19-03-91)**
- 9] The Govt. servants who promoted from the lower category shall exercise his option for fixation of pay within 30 days from the date of joining in the promotion post
- 10] Where a Govt. servant has reached the maximum of the time scale, or if he has drawn all(3) stagnation increments, option is not necessary and his pay shall be

fixed from the date of promotion only and his next increment will be released after completion of one year from the date of promotion only. In such cases fixation of pay under **FR 22(B), FR 31(2)** is not applicable [Cir.Memo.No.40304/692/A1/FR.II/2001 dt. 16-01-2002]

- 11] Family planning increments, higher education qualification increments does not count for fixation of pay in the higher post.
- 12] In respect of typists and stenographers whose services have been regularized prior to 24-08-98, their special pay shall be taken into consideration for pay fixation in the promotion post.  
**(G.O.Ms.No.190,F & P,(FW FR II)Dept.Dt.24-08-98)**
- 13] An employee carrying time scale upto 10845-25600 after completion of **8** years incremental service in one cadre shall be eligible for appointment to the special grade post and his pay shall be fixed in the SG post scale under **FR 22(a)(i)** read with **FR 31(2)**
- 14] An employee after completion of **16** years incremental service in one cadre and after acquiring the requisite qualification for appointment to the promotion post, shall be eligible for appointment to the special promotion post and his pay shall be fixed in the SPP post scale under **FR 22(a)(i)** read with **FR 31(2)** only.
- 15] An employee who does not acquire requisite qualification to become eligible for promotion (1<sup>st</sup> level promotion) should not be eligible for appointment to the SPP scale even after completion of **16** years of service.
- 16] An employee who has relinquished the right of promotion to the 1<sup>st</sup> level promotion post under Rule 45 of AP State and Subordinate Service Rules, should not be appointed to SPP - I  
**(Govt.Memo.No.0007/375/PRC I/88.Dt.26-10-98)**
- 17] The services rendered in two different categories i.e. Typist/Junior Assistant can be computed for the purpose of appointment in SPP I
- 18] If an employee who has no promotional avenues according to service rules like Shroffs, Attenders, Record assistants, Jeep drivers etc., after completion of **16** years of service, appointment shall be made under SAPP I
- 19] On completion of 24 years of service which counts for increments an employee shall be eligible to be placed in the scale applicable to the next promotion scale over the First Special Promotion post which happens to be the next promotion post to the first level promotion post to the original post held by him under relevant rules. This is subject to condition that he is fully qualified to be promoted to such promotion post, and also such post should belong to the regular line and not outside the regular line. This scale shall be called as "SPP Scale-II" [G.O.(P) No. 241 Finance (P.C.II) Dept. dt. 28-09-2005]
- 20] In case an employee holding a post for which there is no promotion post under the relevant service rules, he shall be eligible to be placed on completion of 24 years, in the scale of pay, next above the scale applicable to SAPP Scale-I. This scale shall be called "SAPP-II. [G.O.(P) No. 241 Finance (P.C.II) Dept. dt. 28-09-2005]

- 21] As per **G.O.Ms.No. 241 Finance(PC II)Dept.Dt. 28-09-2005**, the existing system of awarding Automatic Advancement Grades for every 8/ 16/ 24 shall be continued in RPS'2005.
- 22] The stagnation increments are treated as normal increments for all purposes such as pension, pay fixation etc., and also sanctioned at the higher rate as admissible to the pay  
**(Memo. No.5763/59/PC-I/99-1,Dt.27-02-99 of F & P(FW PC I)Dept.)**
- 23] The employees on completion of 45 years of age be exempted from passing the departmental tests as prescribed in the service rules to get one level promotion, for appointment to SPP also subject to conditions laid down in **G.O.Ms.No.225 GAD Dt.18-05-1999**.
- 24] If the pay of the senior has been stepped-up on par with his junior, the DDO shall present the bill in **APTC Form 47** with the following documents
- Proceedings issued by the competent authority (self –explanatory)
  - Comparative Statement
  - Seniority list
  - SR s of both junior and senior
  - Due drawn particulars

**Note : The increment of the senior will be allowed after completion of one year from the date of step-up of pay only.**

- 25] Govt. clarified that the period during which the increments have been stopped without cumulative effect, will count for purpose of AAS (**Govt.Memo.No.41082 /574/A1/ PC II/95,Dt.30-12-96 of F & P (FW PC II) Dept.**)
- 26] Pay fixation statements and appointment orders for AAS shall be enclosed in original with ink-signed copy to the bill and also necessary increment certificates wherever necessary be enclosed to the bill.
- 27] Fixation of pay on appointment to SG/SPP-I/SAPP-I/SPP-II/ SAPP-II, shall be under FR 22(a)(i) read with FR 31(2) only.
- 28] An employee should not be placed in '8' years scale of S.G. post in the promotion post, if he was promoted from SPP-II Scale in the lower cadre.
- 29] The Services rendered in the categories of Attender, Dafedar and Jamedar put together or the service rendered in the categories of Attender and Record Assistant Put together as the case may be shall continued to be reckoned for purpose of A.A.S.  
[G.O.(P) No. 241 Fin.(P.C) Dept dt. 28-09-2005]
- 30] In case of Government Servant appointed directly to another post under the Government by APPSC, the pay should be fixed under FR 22(a)(iv) and no rule for protection of date of increment in the previous post.  
[Memo.No.14497/188/A1/FR.II/2000 dt. 15-10-2004 of Finance FR.IIDept.]
- 31] Any employee working in Grants-in-Aid post are not Government

- 32] The cases of stepping up of pay of the senior Govt. servants on par with the pay of their juniors as per rules, the request /representation of the senior Govt. servant must be received upto a period of 5 years after promotion of their junior can be allowed.  
(Cir. Memo.NO.5476-A/137/FR II/07.dt.12-03-2007 of Finance (FR II) Dept. )
- 33] The anomaly of junior drawing more pay than senior cannot be rectified if the pay of the junior is fixed under FR 22(B) who promoted on or after 01-07-2003.  
(Cir.Memo.No.2620-A/65/FR II/07.dt.20-02-2007 of Finance(FR II) Dept.
- 34] If an individual has failed to exercise his option for fixation of pay under FR 22(B)after getting promotion, the Controlling Officer has to fix his pay under FR 22(B) either from the date of promotion or from the date of accrual of next increment in the lower cadre whichever is beneficial.

**PAY FIXATIONS UNDER REVISED PAY SCALES  
FROM 1-11-58 TO 1-7-98**

**REVISED PAY SCALES- 1958.  
(G.O.Ms. No.1044.Fin (PC) Dept. Dt.24/6/59)**

**Date of Effect: 1-11-1958  
Date of Option:1-11-1958**

**Principles of fixation of pay:-** The pay of an officer shall be fixed from 1-11-58 in the R.P Scales at the stage next above the existing scale of pay whether it is a stage or not in the revised scale. Provided that if his present pay less than the minimum of the revised scale his pay shall be fixed at the minimum of the new scales.

**Weightage:** - Weightage of one increment for service up to 5 years, 2 increments for service of five years or over up to 10 years and 3 increments for service of 10 years or over in his present grade.

**Next increment:** - On completion of required period of 12 months.

**REVISED PAY SCALES- 1961  
(G.O. Ms. No 426. Fin. (PC) Date 15-11-61)**

**Date of effect:1-11-1961**

**Date of option:**1-11-1961 or on the date of entry into revised scale.

**Principles of fixation of pay :** resent scale i.e. Basic pay, DA admissible on 1-11-1961 or on the date of entry into the revised scale shall first be arrived at by deducting the amount as specified in Column No. 2 below. The pay of government servant shall be fixed in the revised scale at the stage next above whether it is a stage or not in the revised scale of pay.

**Weightages:-** No weightages.

**Pay of graduates and persons with higher qualifications:-** Newly appointed L.D.Cs, steno's typists will start at Rs.100/- in the pay scale of 80-150 and holders of recognized certificates or diploma in commerce of Banking with 2 advance increments in that scale.

### **REVISED PAY SCALES- 1969**

**G.O.Ms.No.173,fin (PC) Dept.date 13-2-1969**

**G.O.Ms.No.105, fin. (PC) Dept. date 13-4-70**

**Date of effect : 19-3-1969**

**Monetary Benfit : 1-4-1970**

**Date of option:** 19-3-69 or on the date of next increment.

**Principles of pay fixation :-** The pay of Government servant shall be fixed in the revised scale of the stage next above his pay in the existing scale whether it is a stage or not in the new scale.

**Weightage:-** All Non-gazetted officers shall be allowed weightage of one increment for service of 3 years and above up to 6years , and 2 increments for service of 6years above.

For other employees the orders already issued will continue to be in force.

**Pay of graduates & persons with higher qualification:-** Appointed as LDC, Stenos or Typists will start @ Rs.114/- in the scale of pay Rs.90-6-150-7-192 (G.O.Ms.No.115 Fin.(PC)Dt.24/4/70.

### **REVISED PAY SCALES- 1974**

**(G.O.Ms.No. 180 Fin. & Plg. Dept. dt. 5-7-78)**

**Date of effect: 1-1-1974**

**Monetary benefit :1-5-1975**

**Date of option :** 1-1-74 or next increment of subsequent increment in the existing scale of pay

#### **Existing Emoluments**

1. pay as on 1-1-74 or as other date of entry into the Revised Pay Scales
2. DA as on 31-12-73
3. Add 5% of basic pay minimum 10/- maximum 25/-

**Fixation of pay:-** After the existing emoluments are increased above the pay shall be fixed in the R.P scale of 1974 at the stage next above the amount of the existing

emoluments as so increased irrespective whether it is a stage or not in the R.P.Scales 1974.

Fraction of 50 paise and above to be rounded of to next rupee and fractions of less than 50 paise to be ignored.

**Weightage:-** No weightages

**Pay of graduates of persons with higher qualification:-** No Higher start as per government memo.no.550/PRCIII/25 Dt. 12/11/75.

**REVISED PAY SCALES- 1978 (DA Merged)**  
**1.G.O.P No235 , finance and planning, date 17/9//79.**  
**2. G.O.Ms.No.41, finance and planning, date 4/2/80.**

**Date of Effect : 1-4-78**  
**Monetary Benefit:1-3-79**

**Option:-** 1-4-78 or date of next increment or date of subsequent increment in the existing scale of pay accruing after 1/4/79 but not beyond 1-4-80.

**Exercising Option:-** Within a period of 6 months from the date of publication in the A.P.Gazette up to 31-5-80 extended up to 31-7-80 and further extended up to 31-12-80, vide G OMs No.208 dated 23-6-80, & G.O.Ms No.297 dated 9-10-80.

**Employee who are on long leave or deputation or under suspension for exercising option:-** Within a period of one month from the date of joining duty after the expiry of leave or from the date of his joining in government service on the termination of his deputation of reinstatement, as the case may be.

**Existing Emoluments**

1. Basic pay as on 1/4/78 or as other date of entry in to revised pay scale 1978.
2. DA admissible on basic pay as on 1/4/78

**Principles of fixation:-** The pay of an employee shall be fixed on 1-4-78 or any other date of entry into revised scale of pay 1978 at the stage next above to existing scale of pay whether it is a stage or not in the new scale.

**Weightage:- Grade: I to grade XVII 290-425 to 800-1450**

1. one increment for service of 3 years and above up to 5 years.
2. 2 increments for service of 5 years and above up to 7years.
3. 3 increments for service of 7 years and above.

**Grade XVIII 900-1500 and above:**

1. one increment for the service of 3 years and above up to 5 years
2. 2 increments for the service of 5 years and above.

**Next date of Increment:-** The date of next increment in the R.P.Scale 1978 will be the date on which they would have drawn their increments had they continue in the existing scale of pay.

**Stagnation increments :**

Grades	Biannual 1-4-78 to 31-3-81	Annual from 1/4/81
I to XI -	5	5
<b>XII to XIV -</b>	<b>3</b>	<b>3</b>
XV -	2	3
XVI to XVIII -	2	2
XIX to XXI -	2	4
<b>XXII to XXV -</b>	-	<b>2 Biannual</b>

**REVISED PAY SCALES- 1986**  
(G.O.Ms No.288 Finance & Planning, date 17-11-86)

**Date of Effect: 1-7-86**

**Monetary Benefit: 1-7-86**

**Option:** Either from 1-7-86 or from the date on which he earns his next increment in the existing scale of pay but before 30-6-87, the option once exercised shall be final.

**Time for Exercising of option:** - Within a period of 6 months from the date of publication of these rules in the AP gazette. Government employees who are on leave or on deputation or under suspension may exercise option within a period of one month from the date of resumption of duty after expiry of the leave or from the date of his rejoining in service on the termination of his deputation or reinstatement as the case may be.

**Principles of fixation:** - The pay of an employee shall be fixed on 1-7-86 or on the date of entry into the revised scale at the stage next above the existing scale of pay whether it is a stage or not in the new scale.

**Existing Emoluments:**

1. Basic pay as on 1/7/86 or as on the date of next increment.
2. DA admissible as on 1-1-86 (up to pay 640/- 90% above pay 640/- 72%)
3. PP under rule 9(23) a.
4. PP under rule 6(b).
5. PP under rule 6 ( c).
6. DA admissible on Family Planning increment.
7. Add 10% on Basic pay PP& FPP
8. Adhoc addition for fitment Rs25/- up to scale of 410-625 and Rs. 30/- from 425-650 and above.

**Weightage:-** No Weightages

**Stagnation increments :-** 3 stagnation increments to all grades.

**Next date of increment:-** After fixation of pay in the R.P.Scale 1986 the next increment should be given on the day on which he would have drawn his increment in the existing scale.

**REVISED PAY SCALES- 1993**  
**G.O.P.No.162 Finance and Planning (FWPC) dt 20/5/93**  
**G.O.P.No18 Finance and planning 19/1/94**

**Date of Effect : 1-7-92**  
**Monetary benefit : 1-4-93**

**Option** :- Either from 1-7-92 or from the date on which he earns his next increment, any subsequent increment in the existing scale of pay, but before 30-6-94. The option once exercised is final (**G.O.P.No.317 Finance & Planning 19-9-94**)

**Exercising option** :- With in a 6 months from the date of publication of these rules in AP gazette. Government employees who are on leave or deputation or under suspension may exercise option with in a period of one month from the date of resumption of duty.

**Principles for pay fixation:-** The pay of an employee shall be fixed on 1-7-92 or on the date of entry into R.P.S, at the stage next above the existing scale of pay whether it is a stage or not in the new scale.

**Master Scale** :- The pay revision commissioner has evolved as master scale of Rs. 1375-25-1475-30-1625-40-1825-50-2075-60-2375-75-2750-90-3200-110-3750-130-4400-160-5200-190-6150-230-7300-280-10380-, of which all the revised scales are segments.

**Existing Emoluments:**

1. Basic pay as on 1/7/92 or as on the date of increment including stagnation increments.
2. DA admissible as on 1/7/92.
3. DA on P P s.
4. DA on FP increment.
5. DA on typist special pay, drivers special Pay.
6. Add 10% on basic pay minimum 100/-

**Weightage** :- No weightage

**Stagnation increments:-** 3 stagnation increments to all cadres.

**Date of next increment:-** Normal date of increment.

**REVISED PAY SCALES- 1999**  
**(G.O.(P)No.114 Finance and Planning date 11-8-99)**

<b>Date of Effect</b>	: 1-7-1998
<b>Monetary Benefit</b>	: 1-4-1999
<b>Credit to G.P.F</b>	: 1-4-99 to 30-6-99
<b>Cash payment</b>	: 1-7-1999

**Option** : Either from 1-7-1998 or from the date on which he earns next increment in the existing scale of pay, but not beyond 30-6-99. The option once exercised shall be final.

**Time for Exercising option:-** The option shall be exercised within a period of 6 months from the date of publication of the notification in AP gazette.

**Employees under suspension/ on leave/deputation:-** Within one month from the date of joining duty/expiry of leave return from deputation or re-instatement.

**Master Scale:-** The Pay Revision commission evolved a master scale of Rs.2550-50-2750-60-3050-80-3450-100-3950-120-4550-150-5300-170-6150-200-7150-250-8400-300-9900-350-11650-450-13900-525-19675 of which all the revised scale are segments.

**Fresh recruits to the last grade service:-** Will be fixed by allowing 2 increments in the time scale of 2550-4550 by allowing them minimum basic pay of Rs. 2650/-.

**Existing Emoluments:**

1. Basic pay including stagnation increments as on the date of option.
2. PP under Rule 9(23)(a)
3. PP under Rule 5 (b)
4. DA admissible as on 1-7-98
5. Add 25% on basic pay as fitment

**Principle of fixation of pay in R.P.S 1999:-** Pay shall be fixed in the R.P.Scale 1999 at the stage next above the amount of the existing emolument as so increased whether it is a stage or not in the R.P.Scale of 1999.

**Stagnation increments:-** Three stagnation increments to all cadres

**Weightage:** - No weightages

If the amount of the existing emoluments as so increased under column (a) is less than the minimum of the R.P.Scale of 1999, the pay shall be fixed at the minimum of the scale.

If the amount of the existing emoluments as so increased under clause (a) is more than the maximum of the R.P.Scale 99, the pay shall be fixed at maximum of that scale, the difference shall be treated as P.P.

**Next date of increment:-** Next increment shall accrue on the date on which he would have drawn his increment had he continued in the existing of pay.

### **REVISED PAY SCALES 2005**

(G.O.(P)NO.213,Fin.(PC I) Dept.Dt.27-08-2005.]

& G,O.(P).NO.180 Fin (PC I)Dept.dt.29-6-2006

Date of Effect : 01-07-2003

Monetary Benefit: 01-04-2005

Credited to GPF: 01-04-2005 to 31-07-2005.

Cash Payment: 01-08-2005.RPS 2005

Cash Payment: 01-06-2006 RPS 2005(OMC)

Option: Either from 01-07-2003 or from the date on which he earns next increment in the existing scale of pay before 30-06-2004.

The option once exercised is final.

The option shall be exercised within a period of six months from the date of publication of the notification in AP Gazette.

Employees who are under suspension/ long leave / deputation shall exercise their option within one month from the date of joining duty.

MASTER SCALE: 3850-100-4150-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-295-12010-315-12955-330-13945-360-15025-390-16195-420-17455-450-18805-485-20260-525-21835-560-23515-600-25315-650-27265-700-30765.

Fixation :

- 1) Basic Pay as on 01-07-2003 or  
Next date of increment
- 2) DA as on 01-07-2003(30.266%) on the basic pay
- 3) Fitment 16% on basic pay.

If an employee not exercised his option within the stipulated time his pay should be fixed w.e.f.01-07-03 only.

If the date of increment of an employee is modified by any court order or any government order, he should exercise his revised option within one month from the date of order.

The next increment shall accrue on the normal date of the employee

In case of Govt. employee who has reached maximum of the pre-revised scales and has exhausted all the stagnation increments beyond the maximum of the scale and

stagnated for less than one year as on 1<sup>st</sup> July 2003, the next increment shall be allowed on completion of one year from the date he has reached that stage.

In case of employee who has reached maximum of the pre-revised scale and has exhausted all stagnation increments beyond the maximum of the scale and stagnated for more than one year as on 01-07-03, the next increment shall be allowed on 01-07-03.

If the amount so fixed under RPS 2005 is less than the Minimum of the Time Scale, His pay should be fixed at the Minimum of the Time Scale.

If the amount so fixed under RPS 2005 is more than the maximum of the time scale attached to the post, the pay should be fixed at maximum of time scale and the difference shall be shown as PP and it should be absorbed in future increases.

A Govt employee who is on leave or under suspension as on 01-07-2003, shall also be entitled to have his pay fixed in accordance with these principles, subject to the condition that the monetary benefit shall accrue to him only from the date of resumption of duty by him.

If an employee who is re-instated after discharge from service shall enter the RPS, 2005 only on the date of reinstatement.

Where the pay of a Govt. employee in a higher officiating post is less than or equal to the pay fixed in the lower post, his pay in the higher post shall be fixed at the stage next above his substantive pay in the lower post under 6(g)(i)

## **SUBSISTANCE ALLOWANCE**

1. Copy of suspension orders issued by the competent authority should be enclosed to the bill.  
**[Authority: FR 53 read with G.O.Ms.No.215 GAD (Ser.C) Dt.17-3-90.**
2. Payment of subsistence allowance up to 3 months from the date of suspension is equal to leave salary on half pay leave "i.e." half pay + proportionate DA + full HRA and CCA.  
**[Authority: FR 53 [I] [ii][a]**
3. After 3 months if suspension is prolonged for reasons not directly attributed to the employee then the amount of subsistence allowance may be increased by a suitable amount up to 50%  
**[ Authority: FR 53 [I] [ii][a] ( I )**
4. In case reasons directly attributable to the employee, then the amount of subsistence allowance may be reduced a suitable amount up to 50%  
**[ Authority: [ FR 53 [I] [ii][a] [ ii ]**
5. During suspension the subsistence allowance should be regulated and half of the pay drawn prior to suspension. DA should be based on subsistence payable. HRA and CCA should be on the pay prior to suspension  
**[Authority: Memo. No. 47710/A/245/A2/Admn.98 dt. 4-1-98. and Govt. Memo. No7982 /212/A2/FR.II/2000 F&P [FW.FR.II] Dept.dt. 23-8-2000**
6. No increment shall be sanctioned during suspension period.
7. No leave should be sanctioned during suspension period.  
**[Authority: FR 55]**
8. Government ordered that the Govt. servant under suspension whether he is lodged in Prison, or released on bail on his conviction, pending consideration of his appeal, be paid Subsistence allowance.  
**[Authority: Govt. Memo. No. 39071/471/A2/FR.II/99 dt. 28-2-2000]**
9. The suspended official shall submit a certificate to the competent authority that he/she is not engaged in any other employment, business, profession every month while getting subsistence allowance.  
**[Authority: FR.53 [2]**
10. The vacant post of suspended official shall not be filled in by way of promotion, Appointment by transfer or regular transfer except making additional charge Arrangements.  
**[Authority: G.O.Ms.No. 189 GAD[SER.C] Dept. dt. 20-4-99 read with Memo. No.20225/219/FR.II/99 dt. 23-7-99 of F&P**
11. During the period of suspension, the family of the suspended official can be sanctioned and availed L.T.C. except suspended official.

12. Review on suspension:  
**[Authority: G.O.Ms.No. 578 GAD[Ser.C]dt. 31-12-99]**  
a] First six months period to be reviewed by the appointing authority  
b] Next six months period shall be reviewed by the Higher Authority/HOD  
c] Next review by the Government.
13. If an employee dies, while under suspension, the period between date of suspension and the date of death shall be treated as duty and the family shall be paid full pay and allowances, after deducting the subsistence allowance and other allowances paid to the Employee, if any  
**[Authority: Rule 54-B[2]]**
14. The recovery of A.P.G.L.I and G.I.S. P.T. shall be made compulsorily during suspension period also.
15. The subscription and recovery of loan of G.P.F. shall not be made at the request of the Suspended official during suspension.

**Declaration to be given by the Suspended Employee**  
**Declaration**

Certified that I have not been engaged in any profession or trade or employment during the period from..... to .....for which the Subsistence allowance was drawn and paid during previous month.

Signature of Suspended Employee

- 16] The amount of subsistence allowance shall be restricted to 50% in all cases where a prima-facie case is established on charges of corruption, misappropriation, and demand or acceptance of illegal gratification until finalisation of the disciplinary case.  
[Clause (iv) in Sub-Clause(a) of Sub-rule 1 of Rule 53 of FR incorporated in G.O.Ms.No. 2 Finance (FR.II) Dept. dt. 04-01-2006]
- 17] Suspension vacancy may be filled by transfer and the subsistence allowance can be drawn elsewhere where there is a vacancy  
[Cir.Memo.No. 14572-B/297/A2/W&M/2004 dt. 17-6-2004 communicated by the DTA AP Hyd. Endt.No. K(1)2/11004/2004 dt. 13-12-2005]

## **COMBINATION OF APPOINTMENT (Additional Pay) Additional Charge Arrangements [F.R. 49]**

- [1] The claim for additional charge allowances shall be drawn in A.P.T.C. Form 47 in regular salary head of Account
- [2] The State Government may appoint one Government servant to hold another post as a temporary measure or to officiate in, not more than two independent posts at one time
- [3] For first 3 months H.O.D. is empowered to appoint Gaz/NGO below regional level i.e., confined to a single District.  
**[Authority: G.O.Ms.No. 282 F&P[F.W.FR.I]Dept. dt. 11-8-77 and Govt.Cir. Memo. No. 3917/127/FR.II/82 dt. 23-3-82**
- [4] Beyond 3 months Government is competent to make additional charge arrangements.  
**[Authority: Govt.Cir. Memo. No. 3917/127/FR.II/82 dt. 23-3-82]**
- [5] From II nd level Gazetted officer even for first 3 months, Government is the competent authority.
- [6] No additional pay beyond six months is entitled
- [7] For first 3 months of 1/5 of his pay or half of initial pay of time scale of additional post Which ever is less.
- [8] For next 3 months of 1/10 th of his pay
- [9] Chowkidars, Class IV employees, Record assistants and Drivers are prohibited to hold full additional charge of another post and for payment of additional pay.  
**[Authority: Govt. Memo No.0166/16/A2/ FR II/90,dt. 25.2.90**
- 10] the compensatory allowance such as H.R.A & CCA should not exceed to larger of the two allowances i.e., either the rate of allowance attached to the additional post or his own whichever is more **[Authority:Govt. Memo. 24587/376/FR.II/73-1 dated 19-2-74 of F&P [FR. I&L ] Dept. ]**
- 11] Special pay attached to the additional post shall not be allowed during the period of additional charge.
- 12] The Full Additional Charge/ additional charge arrangements shall be made against the vacant posts of retirement/leave and suspension vacancies.  
**[Authority: Govt. Memo. No. B-92-7/044/450/FR.II/A2/92 of F&P dt. 28-10-92] &Govt. Memo. No. 20225/219/FR.II/99 dt. 23-7-99 ]**
- 13] A certificate to the effect that there are no persons in approved panel awaiting promotion. is required.
- [14] No additional charge arrangements should be made against newly created post  
**[Authority: Govt. memo No.8345/175/FR.II/85-1,dt. 6.4.1985.**

- 15] Additional pay does not count for pension purpose
- 16] The Govt. servant shall hold FAC Post for more than 14 working days is eligible for drawl of additional charge allowance, otherwise he is not eligible for the same
- 17] The sanction of additional charge allowance should be made by the authority who appoints the person to FAC/AC post
- 18] Handing over of charge where CTC is required on orders placing the individual in full additional charge before the date of taking over charge.  
**[Authority: FR49]**
- 19] Additional charge arrangements are to be made against one post equal or higher post but not to the subordinate post.  
**[Authority: FR 49]**
- 20] The claim is supported with a copy of proceedings placing the Government servant in Full Additional charge and Financial sanction by the competent authority
- 21] Employees working in Govt. Corporations etc., shall not be appointed FAC for the Govt. posts.

## **EDUCATION REIMBURSEMENT**

**[Rule 206 of A.P Educational rules published in supplement to part. I of A.P Gazette. dt 26.5.1966]**

- 1] Bill should preferred in APTC FORM 47 in regular salary head of A/c.
- 2] Sanction orders supported by the school fee receipts in original or school fee card has to be enclosed in the event of school fee receipts being lost.  
**[Authority: Govt. Memo No. 155 P2/66-4 Dt. 16/3/1966 of Education]**
- 3] School should be recognized by Govt. of A.P irrespective of whether Grant in Aid is received or not (Registered schools or recognized by CBSE or studying in institutions of other states.) **[Authority:G.O.Ms.No.1725 Edn Dt. 26.5.59]**
- 4] If the pupil remains for more than one year in one and the same class, the concession shall does be withdrawn /shall be revived when the pupil is promoted to the next higher class.
- 5] A pupil one of whose parents is gazetted officer and the other is a non-gazette officer, the concession is not admissible.
- 6] Certificate stating that spouse is employed either in State or Central / Quasi Govt. etc. where similar concessions are available and not availed those concessions is furnished by the Govt. servant duly attested by the D.D.O.
- 7] If the Govt. servant is under suspension the concession is admissible pending outcome of the enquiry against the Govt. employee concerned.

- 8] If the N.G.O is appointed as gazetted officer, the concession is not admissible from the next month, proceeding the month of promotion. If reverted to non-gazetted cadre the concession is not admissible during the month of reversion.
- 9] The concession is claimed up to the month in which the NGO is ousted for want of Vacancy/dismissed / retired from service and not till the end of the school year.
- 10] Govt clarified that the N.G.O's children who are studying Intermediate Ist and IInd year are eligible for reimbursement of tuition fee of Rs.300/- per annum, per pupil and the scheme shall be limited to two children of the N.G.Os  
[Memo.No. 17531/Ser.IV-2/2002-1 dt. 23-9-2002 of Edn.(Ser.IV)  
Dept. ]
- 11] The Education reimbursement concession is restricted to two children only. The rate of Reimbursement is Rs 400/- for all classes from I to X for those NGOs who are in RPS 2005 Scale of Rs. 7770-18575 and below; subject to the condition that the scheme should be limited to two children of the employee. And in r/o other classes the previous orders issued by the Govt fixing the Reimbursement of Rs 65/- and Rs. 70/- remains the same w.e.f. 2005-2006 academic year.

**[G.o.Ms.No.119 EDN [Ser.IV] Dept dt 22-09-05]**