

FUNDAMENTAL RULES

PAY FIXATIONS

Presentation By

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PAY

The basic Pay drawn by a Government servant every Month. F.R 9 (21) (i).

TIME SCALE OF PAY

Pay which raises by periodical increment from a Minimum to a Maximum. F.R 9 (31) (a).

INCREMENT

As the experience and efficiency of an employee grows with service, he will be able to turn out better and more work. Increments are granted every year to employees to compensate the increased volume of work they will be able to render as their service continues. Increment is not a charity conferred on the Government Servant. He earns increment as a right with the increase in their efficiency and capacity to put up more volume of work as their experience grows with every year of service.

Increment can be withheld if the conduct of the employee is not good or his work is not satisfactory. F.R-24.

SERVICE THAT COUNTS FOR INCREMENT

- All periods of duty in a post on a time-scale count for increment in that time-scale. FR-26.
- Service in substantive post. FR-26(b)(i).
- Service in officiating post. FR-26 (c).
- All kinds of leave other than E.O.L. FR-26(b)(ii).
- EOL on MC or for prosecuting higher studies and technical studies with an undertaking to serve the Govt., for 5 years- HOD can count (6) months period for grant of increment. FR-26(b)(ii), Delegation under FR-26.
- Period of Deputation. FR-26(b)(ii).
- Foreign Service. FR-26 (c).
- Joining time. FR-105(a) & (d).

SERVICE DOES NOT COUNTS FOR INCREMENT

- Period of suspension treated as not - duty.
FR-26 (a a)
- Period of E.O.L. on private affairs -
FR-26 (a a)
- Period of E.O.L. on M.C. or prosecuting higher and technical studies exceeding 6 months.
- Over stayal of leave not regularised.
- Break in service. F.R-26.

CIRCUMSTANCES

- **First Appointment to a post.**
- **Appointed directly of another post by APPSC.**
- **Promotion to a higher post.**
- **Revised pay scales.**
- **Reversion to a lower post.**
- **Appointment outside the regular line.**
- **Repatriation.**
- **Automatic Advancement Scheme.**
- **Conversion.**
- **Retrenchment and Re-employment.**
- **Re-employment.**

FIRST APPOINTMENT

- **RULE – 22 (b).**
- **The Basic Pay of the employee is fixed at the minimum of the time scale of pay attached to the post to which he is appointed.**

APPOINTED BY A.P.P.S.C.

- F.R-22(a) (iv).
- Pay shall be fixed in the new post at a stage not lower than the pay drawn in the earlier post.
- Protection of date of increment in the previous post is not allowed. (Memo. No.14497/ 188/ A1 /F.R.II /2000, Dt.15-10-2004).
- The employees working in the Grant-in-aid posts are not Government servants, the protection of the last pay drawn earlier is not permissible. (Cir. Memo. No. 32087/353/F.R-II/2005, dated.26-05-2005)

PROMOTION

- Responsibilities increase - rise in pay.
- F.R – 22 (a) (i).

When a Government Servant promoted / appointed to a higher post which involves assumption of duties and responsibilities of greater importance than those attached 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.

F.R – 31 (2)

On an enhancement in the substantive pay as a result of increment or other wise, the pay of such Government servant shall be re-fixed from the date of such enhancement, as if he was appointed to officiate in that post on that date where such re-fixation is to his advantage.

F.R – 22 B

- This rule came into force with effect from 25th December, 1982 as per the orders issued by the Government vide G.O.Ms. No. 239 Fin & Plg (FW.FR.II) Department, Dt.23-8-1983, read with G.O. Ms. No. 332 Fin & Plg. Department. Dated 13-12-1983.

- **The Pay in the promotion post is fixed at a stage above the notional pay which is arrived by increasing the pay in the lower post by an increment.**

**Option to be exercised – 1.Promotion date
2.Increment date**

- **Option to be exercised with in one month from the date of assuming charge.**
- **If promoted after exhausting (3/5) stagnation increments in the lower post, FR-22-B can not be allowed.**

REVISED SCALES OF PAY

- Rules vary from revision to revision.
- RSP-2010- GO Ms. No. 52 Fin.(PC.I) Dept., dt 25.2.2010.
- Circular Memo No.33327-A/549/A1/PC-1/2009. Dt.13.03.2010.
- R.P.S-2010 shall apply to:
 - All state Government Employees appointed before 1st July, 2008,
 - Local bodies, Aided Institutions including Aided Polytechnics and Work-charged drawing pay in 2005 scales.

- Date of Effect : 01-07-2008.
- Monetary Benefit from : 01-02-2010.
- Exercising OPTION :
- From 01-07-2008 or from the date of next increment, but not beyond 30-06-2009.
- Option to be exercised with in (6) months from the date of publication of the GO in the Gazette.
- If not opted – to be treated as deemed to have been opted to come into R.P.S-2010 w.e.f. 01-07-2008.
- If date of increment is 1.7.2008,- can opt for including or excluding increment.

- If officiating in higher post on 01-07-2008 – option can be exercised for both lower and higher posts.
- Option to be submitted to :-
 - All GO's and NGO's – to the Head of Office.
 - Head of Office – to next superior officer.
 - Head of the Dept., - to the P&AO, Hyd.
- If the date of increment is altered, he may exercise a revised option within one month.
- If on leave or on deputation/Foreign Service or under suspension – with in one month from the date of resumption to duty.

- Principles of fixation : Basic Pay as on 1-7-2008
+D.A.as on 1-7-2008.
+39% of Basic Pay.
- Rate of D.A: 42.390%
- Master Scale : 6700-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760-1300-55660.

- Pay shall be fixed in R.P.S-2010 at the stage next above the total amount so arrived.
- If the total amount so arrived is less than the minimum of RPS-2010 pay shall be fixed at the minimum of the scale.
- If seniors are drawing less pay than the juniors as on 1-7-2008, their pay should be stepped up in the existing scale and then fixed in the RPS-2010.

- If the total amount so arrived is more than the maximum of RPS-2010 pay shall be fixed at the maximum of the scale and the difference shall be treated as Personal Pay..
- The short fall if any shall be allowed as Personal Pay to be absorbed in future increases.
- If under punishment of stoppage of increments without cumulative effect, pay shall be fixed both on actual pay and presumptive pay.
- He will draw pay fixed on actual pay up to expiry of penalty and after that, pay fixed on presumptive pay.

- Pay of the Employees those are already enjoying the benefit of Automatic Advancement Scheme shall be fixed in the corresponding revised scale of A.A.S.
- Arrears for Feb. 2010 shall be credited to G.P.F. Account of the employees.
- Arrears to the employees who do not have G.P.F shall be credited into Compulsory Saving Fund.
- Arrears to those who are due to retire before 01.09.2010 shall be paid in cash.
- No recovery of I.R. from 01-11-2008 to 31-01-2010 and will be adjusted from the M.B.

- Next increment will accrue on the normal date of increment.
- If pay fixed without getting increment due on 1-7-2008, increment shall be granted w.e.f. 1-7-2008 in revised scales.
- If pay fixed after getting increment due on 1-7-2008, increment shall be granted w.e.f. 1-7-2009.
- If pay fixed after stepping pay on par with junior, next increment shall accrue on the due date of junior.

- If the pay of senior and junior is fixed at the same stage on 1-7-2008 increment shall be granted on the due date of junior if the date of increment of junior is earlier than the senior.
- If stagnated for less than one year after exhausting all the Stagnation Increments, next increment allowed on normal date of increment in RPS-2010.
- If stagnated for more than one year after exhausting all the Stagnation Increments, next increment allowed on 01-07-2008.
- Three stagnation increments are allowed in RPS.

REVERSION

- **Causes for reversion**
 - a) **At request.**
 - b) **Administrative grounds – as Penalty – Lower post.**

AT REQUEST

- The employee can be allowed to draw the pay of the old post or the maximum of the scale of new post whichever is less. F.R – 22(a)(iii)

AS PENALTY

- The employee can be allowed to draw the pay of the old post or the maximum of the scale of the new post whichever is less. The competent authority can allow pay lower than that drawn by him in the old post but not less than the pay drawn by him in the lower post held by him previously. F.R-28.

APPOINTMENT OUTSIDE THE REGULAR LINE

- If Promoted to a higher post outside the regular line.
- Pay to be fixed under F.R-22 (a) (i) read with F.R-31(2) or under F.R-22-B as per eligibility.

REPATRIATION

- When deputation period is completed.
- When promoted in regular line.
- The benefit accrued outside regular line shall end with the temporary tenure.
- To avoid sudden drop, the pay drawn outside the regular line shall be protected treating the excess as personal pay to be merged in future rise in pay due to grant of increments.

AUTOMATIC ADVANCEMENT SCHEME

- In order to relieve stagnation in service, Government have introduced a scheme of advancement in service vide G.O. Ms. No. 117 Fin & Plg (F.W.P.R.C-I) Dept., Dt. 25-05-1982
- These orders came into force from
01-04-1981.

- Employee will be appointed to SPECIAL GRADE POST on completion of (10) years of service.
- On completion of (15) years of service, employee will be appointed to SPECIAL PROMOTION POST.
- Employees not having promotion channel will be appointed to Special Adhoc Promotion Post.
- Pay shall be fixed under F.R-22(a)(i) read with F.R-31(2).

A.A.S IN R.P.S – 1986

(G.O(P)No.2 Fin & Plg. Dt.4-1-88)

- Introduced SPP Scale - II / SAPP Scale II w.e.f. 01-07-1986.
- On completion of (22) years of service, an employee shall be appointed to SPP-II / SAPP-II .
- Employee in SGP / SPP-I Post, when promoted on regular line is eligible for fixation of pay under F.R-22-B.
- Employee in SPP-II post when promoted, his pay shall be fixed under F.R-22(a)(i) .

A.A.S IN R.P.S – 1993

(G.O(P)No.290 Fin & Plg. Dt.22-07-93)

- Modified scheme came into force from 01-7-1992.
- Appointment to SGP on completion of (8) years of service.
- Appointment to SPP-I on completion of (16) years.
- On completion of (24) years one additional increment.
- Employee in AAS on regular promotion is not eligible for fixation of pay under FR-22 B.
- Service of Typist/J.A can be computed for SPP-I/
SPP-II

A.A.S IN R.P.S – 2005

- **GO(P) No.241 Fin (PCII) Dept dt 28.09.2005**
- **Grade I to XXI RPS of 2005.**
- **SPECIAL GRADE POST – 8 YEARS**
- **SPECIAL PROMOTION POST-I/ SPL.
ADHOC PROMOTION POST-I,-16 YRS**
- **SPECIAL PROMOTION POST-II/SPL.
ADHOC PROMOTION POST-II- 24 YEARS.**

- Fixation of pay on appointment to SGP, SPP-I/SAPP-I, SPP-II/SAPP-II Shall be under F.R-22(a)(i) read with F.R- 31(2).
- On regular promotion pay shall be fixed under F.R-22-B.
- For those holding SPP-II Scale on regular promotion to I st level promotion post, Pay shall be fixed under F.R-22(a)(i).
- Service of Attender, Dafedar and Jamedar put together or Attender and Record Asst. put together Shall count for AAS.

A.A.S IN R.P.S – 2010

- **GO Ms. No.93 Fin (PCII) Dept dt 03.04.2010**
- **Grade I to XXV RPS of 2010.**
- **SPECIAL GRADE POST – 8 YEARS**
- **SPECIAL PROMOTION POST-I/ SPL.
ADHOC PROMOTION POST-I,-16 YRS**
- **SPECIAL PROMOTION POST-II/SPL.
ADHOC PROMOTION POST-II- 24 YEARS.**

- Fixation of pay on appointment to SGP, SPP-I/SAPP-I, SPP-II/SAPP-II Shall be under F.R-22(a)(i) read with F.R- 31(2).
- On regular promotion pay shall be fixed under F.R-22-B. If this resulted in senior drawing more pay than the junior, the pay of senior should be stepped up from the date of promotion of junior.
- For those holding SPP-II Scale on regular promotion to I st level promotion post, Pay shall be fixed under F.R-22(a)(i).

APPOINTMENT TO A POST NOT CARRYING HIGHER RESPONSIBILITIES

- **Conversions**
- **Typists to Junior Assistants**
- **RULE FR – 22(a) (ii)**
- **Cir. Memo. No. 30990-A/424/A-1/FR-II/98, F&P(FW FRII) Dept dt. 03.08.1998**

RETRENCHMENT AND RE-EMPLOYMENT

- Rule (9) under FR 22 Read with GO Ms.No.1002,GAD dt 29.11.1967 ; GO 219 Fin. dt 14.04.72
- Fixed at the minimum of the time scale plus grade increments counting their completed year of continuous service in the previous post.
- Forego the seniority.

RE EMPLOYMENT

- **GO Ms No. 145 F&P (FW-PSC) Dept dt. 16.10.2000**
- **Pay shall be allowed in appointed scale only.**
- **If pension is ignored, pay to be fixed at the minimum of the scale.**
- **If pension is not ignored, last drawn pay (-) pension.**
- **Eligible for normal increments.**
- **DA,HRA,CCA to be drawn on aggregated pay.**
- **No DR on pension.**

THANK YOU