



**GOVERNMENT OF ANDHRA PRADESH  
FINANCE & PLANNING (FW-PC.I) DEPARTMENT**

**Circular Memo No.29863-A/426/PC.I/1/99,**

**dated 19-08-1999**

**Sub:- PUBLIC SERVICES - Revision of Pay Scales, 1999 - Procedural Instructions for fixation of Pay of employees in the Revised Pay Scales and Audit of Claims - Instructions - Issued.**

- Ref:-1. G.O.Ms.No.565, General Administration (Spl-A) Department, dated 25-12-1997.**  
**2. G.O.Ms.No.39, General Administration (Spl-A) Department, dated 31-1-1998.**  
**3. G.O.(P)No.117, Finance & Planning (FW:PC.1) Department, dated 3.7.1998.**  
**4. G.O.(P)No.279, Finance & Planning (FW:PC.1) Department, dated 18.12.1998.**  
**5. G.O.(P)No.114, Finance & Planning (FW:PC.1) Department, dated 11.8.1999.**

**APUS**  
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In the G.O. first cited, orders were issued constituting Pay Revision Commission. In the G.O. second cited, orders were issued appointing Sri R.K.R. Gonela, IAS (Retd.) as Pay Revision Commissioner. The Pay Revision Commission submitted its Report on 21-7-1999. Government, after discussions with the representatives of the Joint Action Committee of Employees, Teachers and Workers, the Telangana Non-Gazetted Officers Union and the Andhra Pradesh Secretariat Co-ordination Committee, decided to implement the recommendations of the Pay Revision Commission with the following modifications.

- (i) It was agreed that the initial pay of those who may be recruited henceforth to the last grade service will be fixed by allowing two increments in the time scale of Rs.2,550-4,550, thereby allowing them a minimum of basic pay of Rs.2,650/-.
  - (ii) It was agreed to allow an additional fitment benefit of 5% in addition to the 20% fitment recommended by the Pay Revision Commission.
  - (iii) The maximum amount of House Rent Allowance of Rs.1,500/- per month recommended by the Pay Revision Commission will be raised to Rs.2,000/- per month.
  - (iv) It was agreed to constitute a Committee to look into the anomalies that may arise as a result of the implementation of the recommendations of the Pay Revision Commission.
  - (v) Government have decided to pay Rs.45/- per month per employee towards the premium for the Medical Insurance Scheme under discussion between the Employee Teachers and Workers and Insurance Company/ Companies for which the month] premium per employee 'r month has been worked out to be Rs.90/-.
2. In the G.O. fifth cited, orders were issued revising the Pay Scales of the State Government employees of the Local Bodies and Aided Educational Institution as recommended by the Pay Revision Commission. According to these orders, the Revised Pay Scales, 1999 shall be deemed to have come into force with effect from 01.07.1998. The monetary benefit shall be allowed from 1.4.1999. The salary in the Revised Pay Scales, 1999 will be paid in cash from the month of July 1999. The arrears of salary in the Revised Pay Scales, 1999 from 1.4.1999 to 30.6.1999 shall be credited to the General Provident Fund Accounts of the employees.

3. To enable the Drawing Officers to fix the Pay of the employees in accordance with the orders issued in the G.O. Fifth cited and these instructions, a Proforma of Statement of Pay fixation(Appendix-I) is herewith communicated to all the Heads of Departments and the Departments of the Secretariat. All the Heads of Departments in turn communicate the Proforma of the Statement of Pay fixation to all the Drawing Officers under their control.

4. The following detailed instructions are issued for Pay fixation, Payment of arrears and audit thereof. A.INSTRUCTIONS TO THE DRAWING OFFICERS/HEADS OF OFFICES:

(i) The employees to whom the Andhra Pradesh Revised Scales of Pay Rules 1999 apply, shall exercise option for pay fixation in proforma appended to the G.O.fifth cited, in quadruplicate, to the Head of Office/Drawing Officer concerned and in case of Head of Offices to the immediate superior officer or to the Pay and Accounts Officer in case of the Heads of Departments.

(ii) The Officers referred in Para(i) above, shall on receipt of option forms prepare the pay fixation statement in quadruplicate in the form appended (Appendix-I).

(iii)(a) The salaries in the Revised Pay Scales, 1999 shall be paid in cash from the month of July, 1999.

(b) The arrears on account of fixation of pay in the Revised Pay scales, 1999 from 1.4.1999 to

30.6.1999 shall be credited to the General Provident Fund Accounts of the respective employees.

(c) In respect of those who do not have General Provident Fund Accounts, the concerned authorities shall take immediate action to open General Provident Fund Accounts.

(d) In case of employees who retire before 1st January 2000, the arrears of Dearness Allowance shall be drawn and paid in cash, as an employee due to retire on superannuation is compulsorily exempted from making and subscription to the General Provident Fund Account during the last four months of service. (e) In the event of death of any employee before the issue of these orders, the legal heirs shall be entitled to get the benefit of Revised Pay Scales, 1999 in cash.

(iv) The claims due to fixation in Revised Pay Scales, 1999 shall be made in duplicate in the establishment pay bill form and presented to the District Treasury Officer/Pay and Accounts Officer, Hyderabad and the Pay and Accounts Officers of Projects/District Audit Officers, Local Fund Audit concerned along with pay fixation form in triplicate and the Service Register of the individual concerned with up to date entries. The bill should be super scribed in "RED INK" as "Claim for Pay Fixation arrears in the Revised Pay Scales of 1999" to make it distinct from other bills.

(vi) The claims shall be preferred in three parts but in one bill: Part-I: From 1.7.1998 to 31.3.1999-For which the fixation is notional Part-II: From 1.4.1999 to 30.6.1999-For which the arrears of fixation of pay in the revised Pay Scales, 1999 shall be credited to the GPF Accounts. Part-III:From 1.7.1999 to the date of fixation of pay in the Revised Pay Scales, 1999 for which the arrears shall be paid in cash.

(vii) The Drawing Officers shall ensure that the bills are supported by proper schedule in duplicate indicating the details of the employees, the General Provident Fund Account number and the amount to be credited to the General Provident Accounts to the Treasury Officer/Pay and Accounts Officer, Hyderabad/Assistant Pay and Accounts Officer or Pay and Accounts Officers of Projects, the District Audit Officer, Local Fund Audit, as the case may be. (vii) All the Drawing and Disbursing Officers are requested to intimate the employees working under their control as to how much amounts of arrears of fixation in the Revised Pay Scales, 1999 are adjusted notionally, amounts credited to General Provident Fund Account and amounts paid in cash in the proforma appended (Appendix-II) to these orders.

(viii) All the Drawing Officers are requested to ensure that the bills as per the above orders are drawn and the amounts are credited to the General Provident Fund Accounts at the earliest.

(ix) If the Audit Authorities report any erroneous pay fixation, the Drawing Officer should check again, with reference to the pay fixation already approved. If pay fixation was approved by a higher authority, the fact should be reported by the

Drawing Officer to that authority. Suitable action should be taken to rectify the erroneous fixation immediately.

- (x) The Drawing Officers should invariably indicate the particulars of pay and allowances in the fixation statements correctly after bringing the service registers up to date.
- (xi) The Drawing Officers should not alter any column of the pay fixation statement. They should not include any new item. They should not omit to mention any information against the column.
- (xii) All the Drawing Officers are requested to ensure that the bills as per the above orders are drawn and the amounts are credited to the General Provident Fund Accounts at the earliest. B. Instructions to the Treasury Officer/the Pay and Accounts Officer, Hyderabad and the Pay and Accounts Officer Project/Officers of Local Fund Audit:
  - (i) The District Treasury Officer/ Sub-Treasury Officer/ Pay and Accounts Officer, Hyderabad and the Pay and Accounts Officers, Projects/the District Audit Officers, Local Fund Audit shall obtain a list from all the Drawing Officers, indicating the names and designations of all the members of staff according to the monthly pay bill in quadruplicate. It should be ensured that no member of the staff whether on duty or on leave or under suspension under any Drawing Officer escape inclusion from the list. Proforma for furnishing this information is given in Annexure - I to this Memo.
  - (ii) After obtaining the lists in the Annexure - 1, the respective Audit Authorities mentioned in column (1) above shall chalk out a programme for the physical verification and check the pay fixations in terms of the G.O. fifth cited.
  - (iii) The District Treasury Officers/ Sub-Treasury Officers/ the Pay and Accounts Officer etc., shall check the pay fixation claim from 1-7-1998 in Revised Pay Scales, 1999 with reference to the service registers etc., and admit the bill.
  - (iv) After such verification the respective Officers should record in column (5) of Annexure - I the result of such verification and attest the entries and a report may be sent to Director of Treasuries and Accounts, Finance and Planning (Projects) Department and in the case of Local Bodies, the District Audit Officers, Local Fund Audit may send a report to Director of Local Fund as to the number of pay fixations completed and balance pending at the end of each, month by 10th of succeeding month. The above Heads of Departments shall in turn consolidate and forward the particulars to the Finance & Planning (FW:PC.1) Department by 20th of that month. The Pay and Accounts Officer, Hyderabad will also follow the above instructions.
  - (v) In case any erroneous pay fixation is detected, the concerned shall note the details of erroneous pay fixation in the proforma given in Annexure-11 to this Memo.
  - (vi) The District Treasury Officer/Sub-Treasury Officer/Pay and Accounts Officer, Hyderabad/Assistant Pay and Accounts Officer/Pay Accounts Officer Projects/ District Audit Officers, Local Fund Audit shall follow the usual procedure of furnishing one copy of the Schedules along with bills to the Accountant General based on which the Accountant General shall credit the amounts to the General Provident Fund Accounts of the individuals concerned. The second copy of the Schedules shall be furnished to the Drawing Officers with voucher numbers. 5. In case of employees working in Local Bodies/Aided Institutions, the Director of Local Fund Audit shall make necessary arrangements, to check the pay fixation statements and check whether the pay fixation approved by the Drawing Officers has been done correctly in accordance with the Government Orders. The Audit Officers of the Local Bodies shall on receipt of pay fixation statements from the Drawing Officers, scrutinize the correctness of pay fixation and relevant data, with reference to service registers and authorize the payment or salary in the Revised pay Scales, 1999. After, authorizing payment of salary, the Audit Officer of respective Local Bodies shall furnish the particulars to the Director of Local Fund

Audit who will in turn consolidate and submit to the Government in Finance and Planning (FW-PC.I) Department.

6. The District Treasury Officers/Sub-Treasury Officers/Pay and Accounts Officer, Hyderabad/Pay and Accounts Officer (Projects)/Director of Local Fund Audit shall maintain separate register after the Claim and Pay fixation arrears are passed for Payment. In case where the Sub-Treasury Officer has admitted the bills, the Sub-Treasury Officer should send the paid vouchers to the District Treasury Officer, along with the daily sheet. The particulars shall be recorded in the Sub-Treasury-wise Register in the District Treasury Office. The monthly accounts shall be prepared and sent with the vouchers including arrears of Pay fixation in the Revised Pay Scales of 1999 in normal course to the concerned as per existing schedule of dates.
7. In case of employees working in Projects, the Director of Accounts of the concerned project shall issue necessary instructions to follow the above procedure with regard to preparation of pay fixations, checking of pay fixations and the updating system. The Director of Accounts of the Projects, shall consolidate the above information and forward it to Finance & Planning (Projects) Department, who in turn shall consolidate the information received from all the Directors of Projects and forward the consolidated information to the Finance and Planning (FW-PC.I) Department.
8. The Audit Authorities shall report the number of cases, when erroneous fixation was noticed and the total amount ordered to be recovered from the individuals to the Director of Treasuries & Accounts, Director of Local Fund Audit, Finance and Planning (Projects Wing) Department who will in turn consolidate and furnish the information to the Finance and Planning (FW-PC.I) Department. The Pay and Accounts Officer shall also follow the above procedure.
9. All the Heads of Departments, are requested to issue necessary instructions to the Departmental Officers under their control to follow the above instructions scrupulously and co-operate with the Audit Authorities.
10. Any further clarification in this regard may be sought directly from the Finance and Planning (FW-PC.1) Department.

S.K. ARORA

PRINCIPAL SECRETARY TO GOVERNMENT

To The Accountant General, A.P., Hyderabad(20 Copies)

The Accountant General, A.P., Hyderabad(by name)

The Pay & Accounts Officer, Hyderabad.

The Secretary to Governor, Andhra Pradesh, Hyderabad

All Secretaries to Government.

The Private Secretary to the Chief Minister and Private Secretaries to all Ministers.

All the Departments of Secretariat.

All the Heads of Departments(including Collectors and District Judges.)

The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter)

The Secretary, Andhra Pradesh Public Service Commission, Hyderabad (with covering letter) All the District Treasury Officers (with copies for Sub-Treasury Officers).

The Secretary, Andhra Pradesh GENCO/TRANSCO (with covering letter).

The General manager, A.P. State Road Transport Corporation, Hyderabad(with covering letter). All District Educational Officers/ All Principals of Junior Colleges.

All the District Development Officer, Zilla Praja Parishads.

All District Panchayat Officers.

All Mandal Development Officers.

All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyderabad. All Secretaries of Agricultural Market Committees through Director of Marketing, A.P., Hyderabad

All Commissioners/ Special Officers of Municipalities/Municipal Corporations.

All Recognised Service Associations.

Copy to: The General Administration(Cabinet) Department.

The General Administration(SW) Department. SF/SCs

## APPENDIX-I

### Statement of fixation of Pay under Andhra Pradesh Revised Scales of Pay Rules, 1999

Note: 1. Separate Statement should be prepared for fixation of pay in respect of substantive and officiating post.

2. In respect of employees holding special Grade/Special Promotion Post/Special Adhoc Promotion Post, fixation shall be in the corresponding relevant Revised Scales assigned.

1. Name of the Government Employee :
2. Designation of the post in which pay is to be fixed (the : actual nomenclature of the post i.e. Ordinary/Special Grade/SPP/SAPP held by the employee is to be only mentioned)
3. Whether substantive or officiating :
4. a) Whether the employee has opted to the Revised Pay Scales of 1999 :
- b) Date on which option was exercised :
- c) Date from which option to come over to the Revised Pay Scales, 1999 from 1.7.1998 or the date of next increment. :
5. Existing Scale of Pay of the post on the date of entry into the Revised Pay Scales, 1999. :
6. a) Pay in the Existing Scale :
- b) Special Pay, if any :
- c) Revised Scale of Pay :
7. Existing emoluments on the date of entry into Revised Pay Scales, 1999 :
  - a) Basic Pay i.e. pay as defined in Fundamental Rule 9(21)(a)(i) including stagnation increments.
  - b) Personal Pay under Rule 9(23) (a) of the Fundamental Rules or rules 7(40)(a) of the Hyderabad Civil Service Regulations :
  - c) Personal Pay sanctioned under A.P. Revised Scales of Pay Rules 1993 :
  - d) Dearness Allowance admissible at the rate which existed on 1st July, 1998 appropriate to Basic Pay referred to at sub item (a) above :
- Total 7(a to d)**
8. 25% of Basic Pay referred to in item 7(a) :
9. Total of items 7 and 8 (Fraction of 50 paise and above to be rounded off to the next rupee and fraction of less than 50 paise to be ignored) :
10. The Revised Scale of Pay, 1999 for the post in which the Pay is fixed now. :
11. Revised Pay as fixed in the Revised Scale at the state next above the amount referred to in item 9 above irrespective whether, the amount is a stage or not, in the Revised Scale :
12. Increase in Emoluments

	In the existing Scales "X"	Revised Pay Scales 1999 "Y"
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- i) Basic Pay :
- ii) Special Pay\* :
- iii) Personal Pay\* : (under FR/ARRSPR, 1999)
- iv) Family Planning Increment\* :
- v) Advance Increments\* :
- vi) Dearness Allowance :
- vii) House Rent Allowance :
- viii) City Compensatory Allowance :
- ix) other Compensatory Allowance :
- x) Interim Relief :

#### **Total : Net Increase Y-X :**

13. The amount of pay fixed in the Revised Pay Scales, 1999 in the lower/substantive post :
14. The amount of pay fixed in Revised Pay Scales 1999 (vide item 11 above) :
15. The Pay fixed in the Revised Pay Scales, 1999 in officiating post as per Rule 6(g)(i) of the Andhra Pradesh Revised Scales of Pay Rules, 1999 in case where the Pay in Item 14 is equal or less than Pay in Item 13 above : (i.e. next stage to the amount of the substantive pay as per item 13 above)
16. Date of next increment :

17. Any otehr relevant information : Station: Date : Signature of the Head of the Officer/Drawing and Disbursing Officer \* Shall not be recknoed as pay for purpose of Calculation of Dearness Allowance, House Rent Allowance and City Compensatory Allowance.

**APPENDIX-II**

**As per para 4(a)(vii) of Circular Memo No.29863/A/426/PC.I/99  
dt.19.08.1999.**

1. Name of the Office :
2. Designation of Drawing and Disbursing Officer:
3. Name and designation of the employee :
4. Amount of arrears of fixation of pay in the Revised Pay Scales, 1999. :
  - i) from 1.7.1998 to 31.3.1999(Notional): Rs.
  - ii) From 1.4.1999 to 30.6.1999(credited to the GPF Accounts of the employee): Rs.
  - iii)from 1.7.1999 till date of fixation : Rs. of pay in the revised scales 1999 (paid in cash)

Station:

Official seal:

Signature of the Drawing and

Disbursing Officer

**ANNEXURE-I**

List of Staff Members working in the Office of.....

Sl. No.	Name	Designation / Duty/Supension/ Category Leave	Result of Verification
1			
2			
3			
4			
5			

Signature of Drawing and Disbursing Officer

Signature of Sub-Treasury/Officer/ District Treasury Officer/ Pay and Accounts Officer/ District Audit Officer Local Fund Audit

**ANNEXURE-II**

Office of.....

Sl. Name and Defects noticed in Reference No. Final result(i.e.) No. Designation Verification of pay in which the whether the revised fixation statement matter is reported Pay fixation is to Drawing and admitted. Disbursing Officer

- 1
- 2
- 3
- 4
- 5

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Signature of the Checking Authority