



**GOVERNMENT OF ANDHRA PRADESH
FINANCE (PC-I) DEPARTMENT**

Circular Memo No. 22498-A/553/A1/P.C-I/2005, Dated: 8-9-2005.

Sub:- PUBLIC SERVICES - Revision of Pay Scales, 2005 - 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.734, G.A (Spl.A) Department, dated 17-2-2004.
 2. G.O.Rt.No.960, G.A.(Spl.A) Department, dated 1-3-2004.
 3. G.O.(P).No.475, Finance (P.C-I) Department, dated 6-11-2003.
 4. G.O.(P).No.54, Finance (P.C-I) Department, dated 9-3-2005.
 5. G.O.(P).No.213, Finance (P.C-I) Department, dated 27-8-2005.

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In the Government order first read above, orders were issued appointing Sri J. Rambabu, I.A.S., as Pay Revision Commissioner. In the G.O second cited, orders were issued laying down the terms of reference of Pay Revision Commission. The Pay Revision Commission submitted its report on 30-6-2005. Government, after discussions with the representatives of the Joint Action Committee of Employees, Teachers and Workers and the Andhra Pradesh Secretariat Employees Coordination Committee, decided to implement the recommendations of the Pay Revision Commission with the following modifications.

- (i) It was agreed to allow an additional fitment benefit of 6% in addition to the 10% fitment recommended by the Pay Revision Commission.
- (ii) It was agreed that the notional benefit of pay fixation shall be from **1-7-2003** with monetary benefit from **1-4-2005**. The arrears from **1-4-2005** to **31-7-2005** will be credited in to the General Provident Fund Accounts of employees for the current financial year i.e. 2005-06.

2. In the G.O fifth cited, orders were issued revising the Pay Scales of the State Government employees, employees of the Local Bodies and Aided Educational Institutions as recommended by the Pay Revision Commission. According to these orders, the Revised Pay Scales, 2005 shall be deemed to have come into force with effect from **1-7-2003**. The monetary benefit shall be allowed from **1-4-2005**. The salary in the Revised Pay Scales, 2005 will be paid in cash from the month of **August, 2005**. The arrears of salary in the Revised Pay Scales, 2005 from **1-4-2005** to **31-7-2005** 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 shall communicate the proforma of the statement of the 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, 2005 apply, shall exercise option for pay fixation in the 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, 2005 shall be paid in cash from the month of **August, 2005**.
 - (b) The arrears on account of fixation of pay in the Revised Pay Scales, 2005 from **1-4-2005** to **31-7-2005** shall be credited to the General Provident Fund Accounts of the respective employees.
 - (c)
 - (i) 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.
 - (ii) In respect of those employees recruited on or after 1-9-2004, covered by Contributory Pension Scheme and are not eligible for General Provident Fund, the arrears shall be paid in cash.
 - (d) In case of employees who retire before 1st January, 2006, 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 any subscription to the General Provident Fund Account during the last four months of services.
 - (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, 2005 in cash.
- (iv) The claims due to fixation in Revised Pay Scales, 2005 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 Officer, State Audit concerned along with pay fixation form in triplicate and the Service Register of the individual concerned with upto date entries. The bill should be superscribed in "**RED INK**" as "**Claim for Pay Fixation arrears in the Revised Pay Scales of 2005**" to make it distinct from other bills.

- (v) The claims shall be preferred in three parts but in one bill:

Part-I: From 1-7-2003 to 31-3-2005 - For which the fixation is notional.

Part-II: From 1-4-2005 to 31-7-2005 - For which the arrears of fixation of pay in the revised Pay Scales, 2005 shall be credited to the GPF Accounts for the current financial year, not to be withdrawn before 31-3-2006.

Part-III: From 1-8-2005 to the date of fixation of pay in the Revised Pay Scales, 2005 for which the arrears shall be paid in cash.

- (vi) 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 Fund Accounts to the District Treasury Officer/Pay and Accounts Officer, Hyderabad/Assistant Pay and Accounts Officer or Pay and Accounts Officer of Projects, 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, 2005 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 upto 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.

B. Instructions to the Treasury Officers/the Pay and Accounts Officer, Hyderabad and the Pay and Accounts Officer, Projects/Officers of State 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, State 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 or under training or under

deputation under any Drawing Officer escapes 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-I, the respective Audit Authorities mentioned in column (1) above shall chalkout 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 Officer/the Pay and Accounts Officer/ Pay and Accounts Officer (Projects)/ District Audit Officer shall check the pay fixation claim from 1-7-2003 in Revised Pay Scales, 2005 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 (Projects) Department and in the case of Local Bodies, the District Audit Officers, State Audit may send a report to Director of State Audit 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 (PC-I) 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-II to this memo.
- (vi) The District Treasury Officer/Sub-Treasury Officer/Pay and Accounts Officer, Hyderabad/Assistant Pay and Accounts Officer/ Pay and Accounts Officer (Projects), shall follow the usual procedure of furnishing one copy of the Schedules along with bills to the Accountant General/ Pay and Accounts Officer/ District Treasury Officer based on which the Accountant General/ Pay and Accounts Officer/ District Treasury Officer 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 Panchayat Raj Teachers, the Director of Treasuries and Accounts and in case of employees other than Panchayat Raj Teachers working in Local Bodies/Aided Institutions, the Director of State 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 and Officers of Directorate of Treasuries and Accounts 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 of salary in the Revised Pay Scales, 2005. After, authorizing payment of salary, the Audit Officer of respective Local Bodies and Officers of Directorate of Treasuries and Accounts shall furnish the particulars to the Director of State Audit/ Director of Treasuries and Accounts who will in turn consolidate and submit to the Government in Finance (PC-I) Department.

6. The Sub-Treasury Officer/Pay and Accounts Officer, Hyderabad/Pay and Accounts Officer (Projects)/District Audit Officer, State Audit shall maintain a separate register after the Claim & 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 monthly accounts shall be prepared and sent with the vouchers including arrears of Pay fixation in the Revised Pay Scales of 2005 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 (Projects) Department, who in turn shall consolidate the information received from all the Directors of Projects and forward the consolidated information to the Finance (PC-I) Department.
8. The Audit Authorities shall report the number of cases, where erroneous fixation was noticed and the total amount ordered to be recovered from the individuals to the Director of Treasuries & Accounts, Director of State Audit, Finance (Projects) Department who will in turn consolidate and furnish the information to the Finance (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 (PC-I) Department.
11. The Memo is available on Internet and can be accessed at the address <http://www.aponline.gov.in>.

RANJEEV R. ACHARYA
SECRETARY TO GOVERNMENT (FP)

To

The Accountant General, Andhra Pradesh, Hyderabad (20 copies).

The Accountant General, Andhra Pradesh, 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 (10 copies each)

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.

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, Hyd.
All Secretaries of Agricultural Market Committees through Director of Marketing, A.P., Hyd.
All Commissioners/Special Officers of Municipalities.
All Recognised service Associations.
The Director, Govt. Printing Press, Hyd. for publication in the Andhra Pradesh Gazette.
Copy to the General Administration (Cabinet) Department.
Copy to the General Administration (SW) Department.
Copy to SF/S.Cs.

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APPENDIX - I

Statement of fixation of Pay under Andhra Pradesh Revised Scales of Pay Rules, 2005

- 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 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 2005 :
b) Date on which option was exercised :
c) Date from which option to come over to the
Revised Pay Scales, 2005 from 1-7-2003 or the
date of next increment. :
5. Existing Scale of Pay of the post on the date of entry
into the Revised Pay Scales, 2005. :
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, 2005.
 - 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 Rule 7 (40) (a) of the
Hyderabad Civil Service Regulations :
 - c) Personal Pay sanctioned under A.P. Revised Scales
of Pay Rules 1999. :

d) Dearness Allowance admissible at the rate (without being rounded off) which existed on 1st July, 2003 appropriate to 'Basic Pay' referred to at sub-item (a) above:

Total 7 (a to d) :

8. 16% of Basic Pay (without being rounded off) 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, 2005 for the post in which the Pay is fixed now :

11. Revised Pay as fixed in the Revised Scale at the stage 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* *in the revised*
Pay *scales 'X'* *scales 2005*
'Y'

i) Basic Pay :

ii) Special Pay * :

iii) Personal Pay * :

(under FR/AP.RSPR, 2005)

iv) Family Planning Increment * :

v) Advance Increments * :

vi) Dearness Allowance :

vii) House Rent Allowance :

viii) City Compensatory Allowance :

ix) Other Compensatory Allowances :

x) Interim Relief :

Total :

Net Increase Y - X :

13. The amount of pay fixed in the Revised Pay Scales, 2005 in the lower/ substantive post :

14. The amount of pay fixed in Revised Pay Scales 2005:
(vide item 11 above)
15. The pay fixed in the Revised Pay Scales, 2005 in
officiating post as per Rule 6 (g) (i) of the Andhra
Pradesh Revised Scales of Pay Rules, 2005 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 other relevant information :

Station :

Date :

Office/

Signature of the Head of the

Drawing and Disbursing Officer

** Shall not be reckoned 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.22498-A/553/A1/P.C-I/2005, Dated: 8-9-2005.

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, 2005:
 - i) From 1-7-2003 to 31-3-2005 (Notional) : Rs.

 - ii) a) From 1-4-2005 to 31-7-2005 (paid in cash) : Rs.

b) From 1-4-2005 to 31-7-2005 (credited to the GPF Accounts of the employee) : Rs.

 - iii) From 1-8-2005 till the date of fixation of pay in the Revised Pay Scales, 2005 (paid in cash) : Rs.

Station :

Official seal :

Officer

Signature of the Drawing and Disbursing

ANNEXURE - I

List of Staff Members working in the office of

Sl. No.	Name	Designation/ Category	Duty/Suspension/ Leave/Training/ Deputation	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, State Audit*

ANNEXURE - II

Office of

Sl. No.	Name and Designation	Defects noticed in verification of pay fixation Statement	Reference No. in which the matter is reported to the Drawing and Disbursing Officer	Final Result (i.e.) whether the Revised Pay fixation is admitted
(1)	(2)	(3)	(4)	(5)

Signature of the Checking Authority