

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (HRM.V-PC) DEPARTMENT**

Circular Memo. No.3856-A/29/A2/HRM.V-PC/2014-1

Dated: 23-6-2015.

Sub:- PUBLIC SERVICES – Revision of Pay Scales, 2015 – Procedural Instructions for fixation of pay of employees in the Revised Pay Scales, 2015 and Audit of Claims in respect of Teaching and Non-Teaching staff of Aided Institutions and Provincialized Work-charged Employees – Instructions – Issued.

Ref:- 1. G.O.Ms.No.46, Finance (HRM.V-PC) Department dated: 30.04.2015.
2. G.O.Ms.No.47, Finance (HRM.V-PC) Department dated: 30.04.2015
3. G.O.Ms.No.48, Finance (HRM.V-PC) Department dated: 30.04.2015.
4. G.O.Ms.No.49, Finance (HRM.V-PC) Department dated: 30.04.2015.
5. Circular Memo. No.3856-A/29/A2/HRM.V-PC/2014, Dated: 26.5.2015.
6. G.O.Ms.No.67, Finance (HRM.V-PC) Department dated: 12.06.2015.
7. G.O.Ms.No.68, Finance (HRM.V-PC) Department dated: 12.06.2015.

8. Circular Memo. No.5375-J-A/29/TA – A&L/2015, Dated: 18.06.2015.

Government

the following

- a) A fitment benefit of 43% would be given for fixing the pay in the Revised Pay Scales, 2015;
- b) The Revised Pay Scales will be implemented notionally from 01.07.2013 with monetary benefit from 02.06.2014;
- c) As regards the payment of arrears the salary in the Revised Pay Scales, 2015 from 02.06.2014 to 31.03.2015 orders will be issued separately;
- d) The salary in the Revised Pay Scales, 2015 would be paid in cash from the month of April, 2015 payable in May, 2015.

The principles of fixation of pay in the Revised Pay Scales, 2015 were notified in the Government Order first cited.

2. In the reference second cited, orders were issued regulating the rates of Dearness Allowance from 01.01.2014 and 01.07.2014 in the Revised Pay Scales, 2015. Similarly, in the orders third and fourth cited orders were issued, revising the rates of House Rent Allowance and City Compensatory Allowance respectively as recommended by the Tenth Pay Revision Commission. In the reference 6th, 7th & 8th cited orders were issued regarding Stagnation increments, Automatic Advancement Scheme and Special Pays and Allowances respectively. In the reference fifth cited instructions were issued for fixation of pay in the Revised Pay Scales, 2015 under the e-Nidhi (Comprehensive Financial Management System).

3. All the above orders are applicable to the Teaching and Non-teaching staff of aided Government institutions and Provincialized Work Charged employees. However, as the claims of the employees of the aided educational institutions require pre-audit by the Director of State Audit and the claims of the provincialized work-charged employees require pre audit by the Director of Works Accounts, it is not feasible to process these claims of the above categories on e-Nidhi (CFMS). Hence, these claims are exempted from online processing through e-Nidhi (CFMS) may be processed off-line duly following instructions :

A. Instructions to the Heads of the Teaching and Non-Teaching staff of the Aided Institutions and Head of offices under whose control the Provincialized Work-Charged employees are working –

- i) The Head of the Institution/ Head of the Office shall prepare the pay fixation Statements, in quadruplicate in the form appended Appendix-I.
- ii) The claims shall be preferred in three parts but in one bill :
Part I: From 01.07.2013 to 01.06.2014 for which the fixation is notional.
Part II: From 02.06.2014 to 31.03.2015 for which the arrears of Pay fixation in Revised PayScales,2015 are to be paid as per the orders that will be issued separately.
Part III: From 01.04.2015 onwards the date of fixation of pay in the Revised Pay Scale, 2015 for which the arrear shall be paid in cash.
Part III: For arrears to be paid in cash from 01.04.2015 onwards
- iii) The claims on account fixation of pay in the Revised Pay Scales, 2015 shall be preferred in duplicate in the establishment pay bills form and presented to the Audit Officer of the State Audit Department in case of Teaching and Non- teaching staff of Aided Institutions and to the Assistant Pay and Accounts Officer/Pay and Accounts Officer (Works) in case of Provincialized Work Charged employees, along with pay fixation statements in triplicate together with the Service Register of the individual concerned together with update entries. The bill should be superscripted in RED INK as “**Claims for Pay fixation arrears in the Revised Pay Scales, 2015**” to make it distinct from other bills.
- iv) The employees shall be informed as to how much arrears of Pay fixation in the Revised Pay Scales, 2015 are adjusted notionally; will be paid to the employees after issue of orders and amounts paid in cash in the proforma appended to (Appendix II) to these instructions.
- v) If the Audit Authorities report any erroneous pay fixation, the pay fixations shall be checked again and pay fixation shall be rectified immediately.
- vi) The columns of the pay fixation Statements should be altered or any new item shall not be included.

B. Instructions to the Audit Officers :

- i) The Audit Officers shall obtain a list indicating the names and designations of all the members of the staff according to the monthly pay bill in quadruplicate in the proforma in Annexure -I duly ensuring that no member of the staff whether on duty or on leave or under suspension or under training or under deputation/foreign service escapes inclusion from the list,
- ii) After obtaining the list in Annexure -I the Audit Authorities shall verify whether pay fixations are in accordance with the orders issued in the GO first read above.
- iii) The pay fixation claims from 1.7.2013 shall be checked with reference to the entries in the Service Registers and then only the bill will be admitted.
- iv) After such verification, the officers shall record in column (5) of Annexure I, the result of such pay fixation and attest the entries.
- v) In case any erroneous pay fixation is detected, the audit authorities shall note the details of the erroneous pay fixation in the proforma indicated in Annexure II to this Memo.
- vi) The audit authorities shall report the number of cases, where pay fixation have been completed and the erroneous fixations to the Director of State Audit/Director of Works Accounts by 10th of the succeeding month.

4. 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.

5. Any further clarification in this regard can be sought from the Finance (HRM.V-PC) Department.

6. This memo is available on Internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>.

MS. HEMA MUNIVENKATAPPA
SPECIAL SECRETARY TO GOVERNMENT

To

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

The Accountant General, Andhra Pradesh, Hyderabad (by name).

The Pay & Accounts Officer, Hyderabad.

The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.

All Special Chief Secretaries / Principal Secretaries / Secretaries to Government. All the Departments of Secretariat (10 copies each).

All the Heads of Departments.

All District Collectors.

All District Judges of Andhra Pradesh.

The Registrar General, High Court of Judicature at Hyderabad for the State of
Telangana and the State Andhra Pradesh.

The Resident Commission of Andhra Pradesh in New Delhi, Andhra Bhawan, 1 Ashoka
Road, New Delhi.

Copy to:

The Chief Secretary to the Government of Andhra Pradesh.

The Principal Secretary to the Chief Minister and Private Secretaries to all
Ministers. The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.

All the District Treasury Officers (with copies for Sub-Treasury Officers).

The Chairman and Managing Director of Andhra Pradesh GENCO/TRANSCO

The Managing Director of AP State Road Transport Corporation, Hyderabad.

All District Educational Officers.

All Principals of Junior and Degree Colleges of Andhra Pradesh.

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 the Commissioner and

Director of Marketing, A.P., Hyderabad.

All Commissioners/ Special Officers of Municipal Corporations &
Municipalities. All Recognized service Associations.

The Commissioner, Government Printing Press, A.P. Hyderabad for publication in the
Andhra Pradesh Gazette.

The General Administration (Cabinet) Department.

The General Administration (SW) Department.

Finance (BG) Department.

Copy to SI, NIIT Technologies

Copy to Deloitte, PMU.

Copy to SF/S.Cs.

//FORWARDED BY ORDER//

SECTION OFFICER

APPENDIX - I

Statement of fixation of Pay under Andhra Pradesh Revised Scales of Pay Rules, 2015 (Circular Memo No.3856-A/29/A2/HRM.V-PC/2014-1, Dated: 23-06-2015)

- 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. a) Existing Scale of Pay of the post on 1-7-2013 :
- b) Pay in the Existing Scale (i.e. RPS 2010) :
- c) Special Pay, if any in the existing scale (i.e. RPS 2010) :
- 4.Existing Emoluments on 1-7-2013:
- a) 'Basic Pay' i.e. pay as defined in Fundamental Rule 9 (21) (a) (i) including stagnation increments/ Pay as per 3(b) above :
- b) Personal Pay under Rule 9 (23) (a) of the Fundamental Rules :
- c) Personal Pay sanctioned under A.P. Revised Scales of Pay Rules 2010. :
- d) Dearness Allowance admissible at the rate which existed on 1st July, 2013 appropriate to 'Basic Pay' referred to at sub-item (a) above :
- Total 4 (a to d) :**
5. Fitment benefit 43% of Basic Pay referred to in item 4 (a) :
- 6.Total of items 4 and 5 :
- 7.The Revised Scale of Pay, 2015 for the post in which the Pay is fixed now :
- 8.Revised Pay as fixed in the Revised Scale at the stage next above the amount referred to in item 6 above irrespective whether, the amount is a stage or not, in the Revised Scale :
- 9.The amount of pay fixed in Revised Pay Scales 2015: (vide item 8 above)
10. Date of Next Increment :
11. Any other relevant information :

Station :

Date :

**Signature of the Head of the Office/
Drawing and Disbursing Officer**

'#' In respect of employees holding Special Grade / Special Promotion post / Special Adhoc Promotion Post, fixation shall be in the corresponding relevant Revised Scales assigned to the post.

APPENDIX - II

As per para 3 A iv) of Circular Memo No.3856-A/29/A2/HRM.V-PC/2014-1, Dated: 23-06-2015.

- 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, 2015:
- i) From 1-7-2013 to 1-6-2014 (Notional) : Rs.
- ii) a) From 2-6-2014 to 30-3-2015 which orders will be issued separately : Rs.
- b) From 1-4-2015 (to be paid in cash) till the date of fixation of pay in the Revised Pay Scales, 2015 : Rs.
- Station :

Official seal :

Signature of the Drawing and Disbursing Officer

ANNEXURE - I

(Circular Memo No.3856-A/29/A2/HRM.V-PC/2014-1, Dated: 23-06-2015)

List of Staff Members working in the office of

| Sl.No. | Name | Designation/ category | Whether on Duty/Suspension/Le ave/Training/ Deputation | Results of verification |
|---|------|--------------------------|---|-------------------------|
| (1) | (2) | (3) | (4) | (5) |
| | | | | |
| <i>Signature of Drawing and Disbursing Officer</i> | | | | |
| <i>Signature of Sub-Treasury Officer District Treasury Officer/ Pay and Accounts Officer/ Pay and Accounts Officer of the Projects/ District Audit Officer, State Audit</i> | | | | |

ANNEXURE - II

(Circular Memo No.3856-A/29/A2/HRM.V-PC/2014-1, Dated: 23-06-2015)

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 or not |
|------------|----------------------|--|--|--|
| (1) | (2) | (3) | (4) | (5) |
| | | | | |

Signature of the Checking Authority