



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

**Circular Memo. No. 33327-A/549/A1/PC-I/2009**

**Dated: 13.03.2010**

Sub:- PUBLIC SERVICES – Revision of Pay Scales, 2010 – Procedural Instructions for fixation of pay of employees in the Revised Pay Scales, 2010 and Audit of Claims – Instructions – Issued.

Ref:- 1. G.O.Ms.No.52, Finance (PC.I) Department dated: 25.02.2010.  
2. G.O. Ms. No.63, Finance (PC.I) Department dated: 09.03.2010.  
3. G.O. Ms. No.64, Finance (PC.I) Department dated: 09.03.2010.  
4. G.O. Ms. No.65, Finance (PC.I) Department dated: 09.03.2010.

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In the Government Order first cited, orders were issued revising the pay scales of the employees as recommended by the Ninth Pay Revision Commission with the following modifications in pursuance of the Agreement with the Office Bearers and Members of the Joint Action Committee of Employees, Teachers and Workers and the Andhra Pradesh Secretariat Employees Coordination Committee.

- (i) A fitment benefit of 39% would be given for fixing the pay in the Revised Pay Scales, 2010 as against the fitment benefit of 27% recommended by the Ninth Pay Revision Commission.
- (ii) The Revised Pay Scales will be implemented notionally from 01.07.2008 with monetary benefit from 01.02.2010.
- (iii) The arrears for the month of February, 2010 will be credited into the GPF accounts of the employees.
- (iv) The benefit of the Revised Pay Scales, 2010 will be paid in cash for the salary of March, 2010 payable in April, 2010.

The principles of fixation of pay in the Revised Pay Scales, 2010 are also notified in the Government Order first cited.

2. In the Government Order second cited, orders were issued regulating the rates of Dearness Allowance from 01.01.2009 and 01.07.2009 in the Revised pay Scales, 2010 in pursuance of the recommendations of the Ninth Pay Revision Commission. In the Government Order third cited, orders were issued implementing the recommendations of the Ninth Pay Revision Commission on House Rent Allowance. In the Government Order fourth cited, orders were issued revising the rates of City Compensatory Allowance as recommended by the Ninth Pay Revision Commission.

3. Government, now issue the following instructions for the effective implementation of the above orders to the

- (a) Departments of Secretariat, Heads of Department for communication of orders of Revised Pay Scales along with these instructions and issue of suitable directions to the subordinate officers under their control;
- (b) Heads of offices/ Officers looking after establishment for fixation of pay in the Revised Pay Scales, 2010 in accordance with the rules stipulated in the G.O first cited.
- (c) Drawing and Disbursing Officers for preferring claims of arrears of salaries in the Revised Pay Scales, 2010 in accordance with the G.Os. first to fourth cited.
- (d) Audit Officers for audit of claims of fixation of pay in the Revised Pay Scales, 2010 in accordance with the orders issued in G.O.s cited.

**(a) Instructions to the Departments of Secretariat and Heads of Departments:**

- (i) All the Departments of the Secretariat and the Heads of the Department are requested to communicate the orders issued in the reference first cited along with the Option Form annexed to the G.O. first cited through their Subordinate Officers, to all the employees who were in service under their control as on 01-07-2008 including those who are on leave, under suspension, deputation, Foreign Service and the employees retired on or after 01.07.2008. In respect of the employees who died while in office on or after 01.07.2008, these orders have to be communicated to their legal heirs.
- (ii) They are also requested to communicate the Proforma of Statement of the Pay Fixation appended to this Circular (**Appendix-I**) to the Subordinate Officers under their control and issue instructions to fix the Pay of the Employees in the Revised Pay Scales, 2010.

**(b) Instructions to the Heads of Offices/Officers looking after establishment :**

- (i) The Head of the Office or the officer looking after establishment shall obtain option in the proforma appended to the G.O first cited, in quadruplicate, from the employees to whom the Andhra Pradesh Revised Scales of Pay Rules, 2010 apply.
- (ii) The employee shall submit his option to the Head of the Office / Officer looking after establishment. In case of Head of Office, the option shall be submitted to the immediate superior officer and in case of the Heads of Departments, the option shall be submitted to the Pay and Accounts Officer, Hyderabad.
- (iii) The officers referred in para b (i) and (ii) above, shall on receipt of option form prepare the pay fixation statements, in quadruplicate in the form appended (**Appendix-I**).
- (iv) In the case of employees whose pay has to be fixed under first proviso to Rule 6 of the Andhra Pradesh Revised Scales of Pay Rules, 2010, the officers concerned shall take abundant care to ensure that all the conditions

stipulated therein are fulfilled. The stepping up of pay is admissible under this Proviso only in cases where the anomaly arose in the Revised Pay Scales, 2005 and the anomaly persisted on 1.7.2008 as a result of

- A promotion of the senior from the ordinary grade scale in the feeder category and the junior getting promotion from Automatic Advancement grades in the feeder category;
- B promotion of the senior from Ordinary Grade/Special Grade got pay fixed under FR 22(a)(i) read with FR 31(2) whereas the junior was promoted from the Special Grade/Special Promotion Post and derived the fixation benefit under FR 22 – B
- (v) The conditions are reiterated below for ready reference:
- (a) both the senior and junior should have been drawing pay in an identical pay scale in the Revised Pay Scales, 2005;
  - (b) the senior as well as the junior should be promoted to the same category of post carrying the same scale of pay under the same mode of recruitment and from the same unit of appointment in the lower category;
  - (c) the pay of the junior in the lower category should have been less than or equal to that of the senior in the lower category prior to promotion of the senior to the higher post;
  - (d) the anomaly should have arisen directly as a result of the fixation of pay in the Revised Pay Scales, 2005 under Automatic Advancement Scheme. Stepping up of pay is not admissible in cases where the junior is drawing higher pay for any other reason such as sanction of advance increment for possession of higher qualification or Family Planning Incentive Increment or reckoning DA thereon for fixation of pay in earlier pay revisions, Advance Increments for merit, or on account of longer service in the lower post for working in various units of appointments etc.
- (vi) In other words such cases could not have been rectified in view of the instructions issued in Circular Memo No. 2620-A/65/FR II/07 dated 20.2.2007 of Finance Department.
- (vii) In such cases the pay shall be stepped up in the Revised Pay Scales, 2005 in the first instance and then only the pay shall be fixed in the Revised Pay Scales, 2010.
- Some illustrations of pay fixations are enclosed herewith for guidance.(Enclosure)
- (viii) The officers concerned shall record the entries of fixation of pay in the Revised Pay Scales, 2010 in the Service Registers of the employees concerned before preparation of claims. A copy of the pay fixation Statement shall also be attached to the Service Register of the employee.

(c) **Instructions to the Drawing and Disbursing Officers:**

- (i) (a) The salaries in the Revised Pay Scales, 2010 shall be paid in cash from the month of March, 2010 onwards.

- (b) The arrears of salaries on account of fixation of pay in the Revised Pay Scales, 2010 for the month of February, 2010 shall be credited to the General Provident Fund Accounts of the respective employees.
- (c) 1. In respect of those who do not have General Provident Fund Accounts, the concerned authorities shall take immediate action to open General Provident Accounts.
2. In respect of those employees, recruited on or after 01.09.2004 the arrears shall be credited to the Head of Account: 1. Small Savings, Provident Funds etc., (b) Provident Funds, 8009 – State Provident Funds, 01 – Civil, M.H.101.General Provident Funds, S.H.(03) 'Compulsory Savings Scheme' under "Public Accounts" as they are covered by the Contributory Pension Scheme and are not eligible for General Provident Fund.
- (d) In case of employees who retire before 1<sup>st</sup> September, 2010 the arrears of salaries 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 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, 2010 in cash.
- (ii) The claims on account of fixation of pay in the Revised Pay Scales, 2010 shall be preferred in duplicate in the establishment pay bills 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 Department concerned along with pay fixation statements in triplicate together with the Service Register of the individual concerned with upto date entries. The bill should be superscripted in "RED INK" as "**Claim for Pay Fixation arrears in the Revised Pay Scales, 2010**" to make it distinct from other bills.
- (iii) The claims shall be preferred in three parts but in one bill:
- Part-I: From 01.07.2008 to 31.01.2010 for which the fixation is notional.
- Part-II: For the month of February, 2010 for which the arrears of fixation of pay in the Revised Pay Scales, 2010 are to be credited to the GPF Accounts in the next financial year, 2010-2011, which shall not be withdrawn before 31.03.2011.
- Part-III: From 01.03.2010 onwards to the date of fixation of pay in the Revised Pay Scales, 2010 for which the arrears shall be paid in cash.
- (vi) The Drawing Officer 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 before submitting the claims to the District Treasury Officer, Pay and Accounts Officer, Hyderabad / Assistant Pay and Accounts Officer or Pay and

Accounts Officer of Projects, or District Audit Officer of the State Audit Department as the case may be.

- (v) 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, 2010 are adjusted notionally, amounts credited to General Provident Fund Account and amounts paid in cash in the proforma appended (Appendix-II) to these instructions.
  - (vi) All the Drawing Officers are directed to ensure that the bills are drawn as per the above orders and the amounts are credited to the General Provident Fund Accounts within one month of receipt of option.
  - (vii) 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 the concerned Authority. Suitable action should be taken to rectify the erroneous fixation immediately.
  - (viii) The Drawing Officers should invariably indicate the particulars of pay and allowances in the fixation statements correctly.
  - (ix) 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.
- (d) **Instructions to the Audit Officers (Treasury Officers / the Pay and Accounts Officer, Hyderabad and the Pay and Accounts Officer, Projects / District Audit Officers of State Audit Department) :**
- (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 Department shall obtain from all the Drawing Officers, a list indicating the names and designations of all the members of staff according to the monthly pay bill in quadruplicate in the Proforma in Annexure-I. 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 / foreign service escapes inclusion from the list.
  - (ii) After obtaining the list in Annexure-I, the respective Audit Authorities mentioned above shall chalk out a programme to verify and check whether the pay fixations are in terms of the G.O first cited.
  - (iii) The District Treasury Officer / Sub-Treasury Officer / Pay and Accounts Officer, Hyderabad and the Pay and Accounts Officer, Projects / the District Audit Officer shall check the pay fixation claims from 01.07.2008 in Revised Pay Scales, 2010 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 shall send a report to the Director of State Audit as to the number of pay fixations completed and balance pending at the end of each month by 10<sup>th</sup> of succeeding month. The

above Heads of Department shall in turn consolidate and forward the particulars to the Finance (PC.I) Department by 20<sup>th</sup> of that month. The Pay and Accounts Officer, Hyderabad will also follow the above instructions in respect of claims pertaining to the employees of the offices in Twin Cities of Hyderabad and Secunderabad.

- (v) In case any erroneous pay fixations are detected, the audit authorities shall note the details of erroneous pay fixations in the proforma indicated in **Annexure-II** to this memo.
- (vi) 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, Director of Works and Accounts and Pay and Accounts Officer, Hyderabad who in turn will consolidate and furnish the information to the Finance (PC.I) Department.
- (vii) 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 Officer with voucher number.

4. In case of Provincialized staff of Panchayat Raj Institutions and the employees of Urban Local Bodies, the Director of Treasuries and Accounts and in case of Non Provincialized staff of Panchayat Raj Institutions and the employees of 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 District Audit Officers of State Audit Department and the Treasury Officers of Treasuries and Accounts Department shall on receipt of pay fixation statements from the Drawing Officers, scrutinize the correctness of pay fixation and relevant data, with reference to the entries in Service Registers and authorize the payment of salary. The Audit Officer of respective Local Bodies and Treasury Officers of Treasuries and Accounts Department shall furnish the particulars to the Director of State Audit / Director of Treasuries and Accounts who in turn will consolidate and submit to the Government in Finance (PC.I) Department.

5. The Audit Officers shall maintain a separate register soon after the receipt of claim and watch the final disposal until it is passed. In case, the claims are admitted, the audit officers should send the paid vouchers to the their next authorities , along with detailed sheet. The monthly accounts shall be prepared and sent with the vouchers including arrears of pay fixation in the Revised Pay Scales, 2010 in the normal course to the concerned officers as per the existing schedule of dates.

6. In the case of the employees working in Projects, the Director of Works and Accounts shall issue necessary instructions to his subordinate 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 received from all the Director of Projects and forward it to Finance (Projects) Department, who in turn shall forward the consolidate information to the Finance (PC.I) Department.

7. 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.


8. Any further clarification in this regard may be sought from the Finance (PC.I) Department.

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

**G. SUDHIR**  
PRINCIPAL 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 the Government.  
The Principal Secretary to the Chief Minister and Private Secretaries to all the 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).  
All the District Treasury Officers (with copies to Sub-Treasury Officers).  
The Managing Director, Andhra Pradesh GENCO/TRANSCO.  
The Vice Chairman and Managing Director, A.P.State Road Transport Corporation, Hyderabad (with covering letter).  
All District Educational Officers / All Principals of Junior Colleges.  
All the Chief Executive Officers, Zilla Praja Parishads.  
All District Panchayat 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 Agricultural Marketing, A.P., Hyderabad.  
All Commissioners / Special Officers of Municipalities.  
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Copy to the General Administration (Cabinet) Department.  
Copy to the General Administration (SW) Department.  
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//FORWARDED::BY ORDER//

  
SECTION OFFICER

